

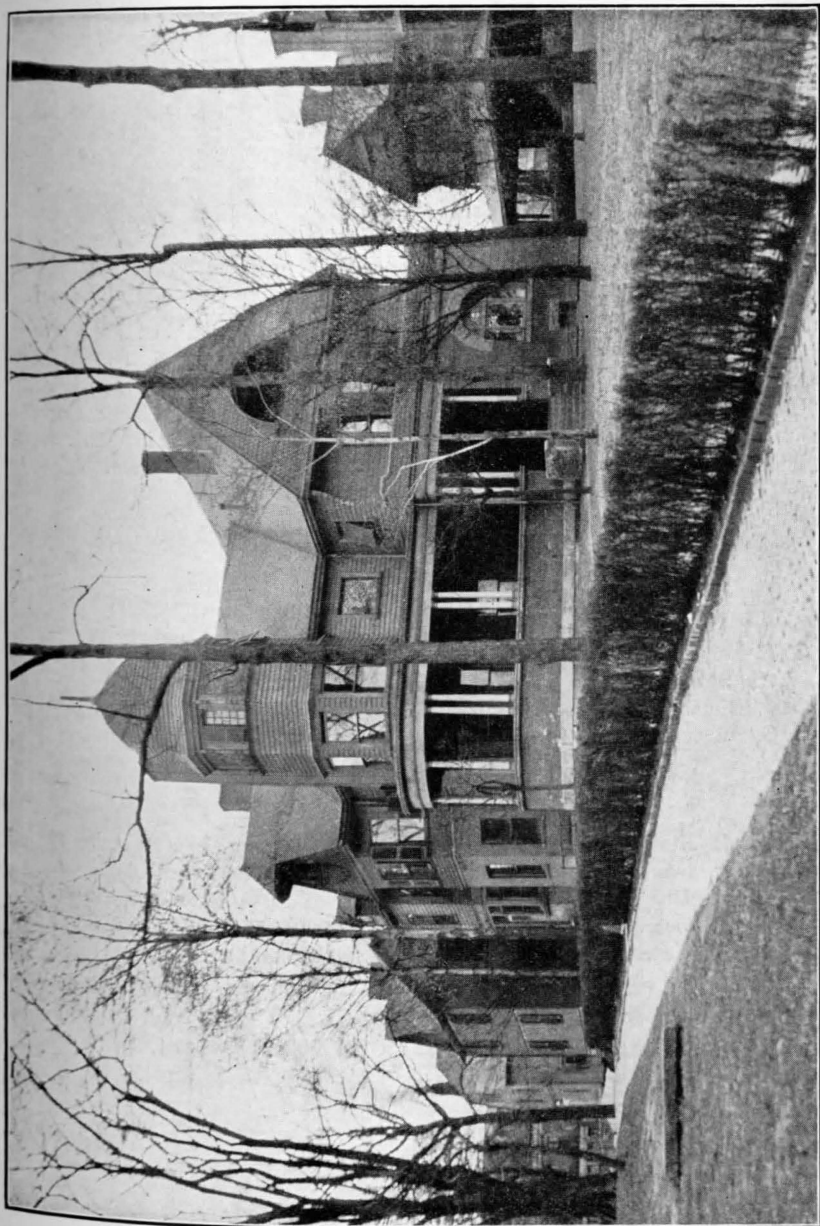
The Youngstown Institute of Technology

ANNUAL CATALOG
*College of Commerce
and Finance*

1927 - 1928
Sixteenth Year

CO-EDUCATIONAL

Offices and Classrooms, Y. M. C. A. Educational Bldg
410 Wick Avenue, Youngstown, Ohio



Home of the College of Commerce and Finance

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EDUCATIONAL COMMITTEE

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W. S. Simcox	Jesse Leighninger	L. G. Ebinger
Carl Ullman	Arthur Maag	Howard Evans
G. G. Anderson	Ira Sprankle	

ADMINISTRATIVE STAFF

Homer L. Nearpass, Director of Education, The Youngstown Institute of Technology. A. B., Western Reserve University, 1905; School of Education, University of Wisconsin, Summer of 1910; School of Education, University of Minnesota, Summers of 1913, 1914, 1915 and 1916; A. M., Teachers College, Columbia University, 1923.

Raymond A. Witchey, Assistant Educational Director and Registrar. A. B. Bucknell University, 1919; Youngstown Y. M. C. A. College of Commerce and Finance, 1921-1923; Ohio State University, Summer, 1927.

Freda R. Flint, Director of Educational Publicity.

Elsie Randle, Recorder.

THE FACULTY

- R. T. Bell, Dean and Instructor in Accounting. Managing partner, R. T. Bell & Co., Certified Public Accountants; C. P. A., Indiana, 1922; Ohio, 1923. Member State Board of Accountancy.
- Charles F. Axtmann, Instructor in Accounting and Business Administration. Auditor, Home Savings & Loan Co., B. S., Syracuse, 1909; Pd. B., Syracuse, 1913; M. S., Syracuse, 1913; C. P. A., Indiana, 1924.
- Max Roth, Instructor in Law. Teacher, Rayen School. LL. B., Ohio State University.
- Ralph F. Mateer, Instructor in Accounting. Manager Warren Branch, R. T. Bell & Company, B. C. S., Y. M. C. A. School of Commerce and Finance, Youngstown, 1924; C. P. A., Indiana and Ohio, 1924.
- Sidney J. Collins, Instructor in Accounting. Clark & Collins, Certified Public Accountants, B. C. S., Y. M. C. A. School of Commerce and Finance, Youngstown, 1924; C. P. A., Ohio, 1926.
- F. F. Herr, Instructor in Law. Assistant Principal, Rayen School. A. B., A. M., Western Reserve University; LL. B., Youngstown School of Law; Harvard University, two summers.
- Paul H. Bolton, Instructor in Advertising. President, Bolton Advertising Agency. University of Paris and New York University.
- Roy R. Fellers, Instructor in Public Speaking. Teacher of Public Speaking, South High School. B. A., University of Michigan.
- S. E. Trinkle, Instructor in Commercial Art. President, S. E. Trinkle Co., Commercial Artists.
- Wm. McKee, Instructor in Salesmanship. A. B., Ottawa University, 1920; A. M., University of Chicago, 1924. Professor of Economics and Business Administration, Westminster College.

COLLEGE CALENDAR

1927-1928

September 12, Monday, First Semester begins.

December 16, Friday, Christmas Recess begins.

January 2, Monday, Christmas Recess ends.

January 26, Thursday, First Semester ends.

January 31, Monday, Second Semester begins.

June 2, Thursday, Second Semester ends.

Classes meet on Monday and Thursday from 7:00 to 10:00 P. M.

Beginning classes will be formed only in September.

HISTORICAL SKETCH

The history of the College of Commerce and Finance goes back so far that its beginnings are clouded in a maze of uncertainty. About 1912 the old Pace and Pace three-year Accountancy Course was started and continued down to about 1920 when Leonard T. Skeggs, who was then Educational Director, introduced the present four-year, standardized Y. M. C. A. Course. The first class to graduate was in 1923. The following year the State of Ohio gave the school the right to grant the Bachelor of Commercial Science degree. Since that time the growth of the school has been rapid and it now gives promise of becoming an important factor in the business life of the Mahoning and Shenango Valleys. The graduates of this school are holding important positions as certified public accountants, treasurers, managers, auditors, and business executives.

PURPOSE

The purpose of the College of Commerce and Finance is to bring to young business men and women of the Mahoning Valley an opportunity for a first class, accredited training in Accountancy and other modern business subjects.

An endeavor is made to teach the students to analyze, organize and understand the principles of accounting, business economics and business law.

FACULTY

The College of Commerce and Finance is very fortunate in having men of unquestioned business ability and technical training as instructors. All of them are making a practical success of the things they teach. This allows the student an opportunity to benefit by a splendid balance of theory and practice.

THE SCHOOL YEAR

The School Year is divided into two semesters of eighteen weeks each. Each class meets two hours a week.

LOCATION

March first, 1926, the Youngstown Institute of Technology moved into the old John C. Wick Mansion, 410 Wick Avenue, which property was purchased by the Young Men's Christian Association for this purpose. The site occupies a corner lot, with nearly two acres of ground, and the building is surrounded by shade trees of various kinds which makes it beautiful to look upon and a delightful place in which to study. Since the purchase of the building, \$15,000 has been spent in remodeling and equipping the place for schoolroom work. New heating and lighting systems were installed, science laboratories improved and many other changes made to adapt the building to school purposes. Wherever possible, however, the beautiful mirrors, hearths and other beauty spots were left untouched. A number of rooms are finished in mahogany and curly maple and were left intact. Altogether, there is a home-like atmosphere which contributes substantially to the spirit of the school.

CHRISTIAN EMPHASIS

The Youngstown Institute of Technology is conducted under the auspices of the Young Men's Christian Association and therefore places a Christian emphasis on all its work. While the school is open to students of all faiths and creeds, it seeks to foster Christian ideals rather than sectarian differences; it demands the exercise of self-reliance and responsibility in the student; opportunity is provided for the encouragement of a symmetrical moral and religious development. No attempt is ever made to influence or change a students' fundamental faith.

ATTENDANCE

All absences decrease the student's chances for passing the course. In case of unavoidable absence caused by illness, the student will be given an opportunity to turn in written work to cover the work missed. If the work is not made up in this manner, three per cent will be deducted from the student's grade for each absence. In case a student is absent from the same course five times during the semester, and the work is not made up as indicated above, he will be dropped from the class and a grade of "F" recorded. Three cases of tardiness count as one absence.

GRADING SYSTEM

The grading system is standard throughout the schools of college grade. Passing grades are indicated by the letters A, B, C, and D. A condition is indicated by the letter E. Failure by F. A report of grades and standing is given to each student at the close of each quarter.

TRANSFER OF CREDIT

The standard School of Commerce program of the United Y. M. C. A. Schools is now given in forty-three other cities. Twenty of these cities have degree granting power. If, for any reason, a student finds he must leave the city he may be transferred to one of these schools without loss of time or credit.

SCHOOL ORGANIZATIONS

Sigma Kappa Phi—In 1925 the Gamma chapter of the national Sigma Kappa Phi fraternity was established in the Youngstown College of Commerce and Finance. Membership in this fraternity is considered a high honor. High qualities of scholarship, leadership, and character are demanded. It affords a means of cementing closer friendships among the students, the alumni, and the faculty.

REQUIREMENTS FOR ADMISSION

Regular Students are students who present fifteen or more units from an accredited High School. A transcript of credit must be furnished the Registrar at the time of Registration.

Special Students are those who cannot present the necessary High School requirements, but who desire to secure the business training. No degree will be granted until regular entrance requirements are met.

WITHDRAWALS AND REFUNDS

A student compelled to withdraw on account of personal illness before the middle of the quarter will be refunded the unused portion of tuition upon written application to the Registrar of the school accompanied by a physician's certificate.

In case a student who is regularly employed during the day is sent out of the city permanently by his employer, a refund will be made of the unused portion of the tuition, provided a written statement is furnished to that effect by his employer.

No refunds will be granted in cases where the student voluntarily withdraws, or where the student has attended more than one-half the period for which payment has been made.

No application for refund will be considered unless presented in writing and unless made before the close of the period for which the tuition was paid. When refund is granted the student will be charged ten dollars for registration and a pro rata amount for the instruction he has received.

Tuition not refunded or used may be applied on subsequent courses pursued in the school, provided such courses are undertaken within one year from date of withdrawal of the student.

TEXT BOOKS AND SUPPLIES

Text books and supplies may be purchased at the school book store on the main floor of the Education Building, 410 Wick Avenue.

REGISTRATION

Students may register at the office on the main floor of the Education Building between the hours of 8:30 A. M. and 9:30 P. M. with the exception of Saturdays, when the office is closed at 4:00 P. M. Applications for admission should be made at least one week before the opening date in order that the details of registration may be completed and the service to students facilitated. Students enrolling in the School of Commerce and Finance must file a statement of high school credits at the time of registration. No cash discount is allowed to students enrolling after the opening night.

CO-EDUCATIONAL

Both men and women are admitted to all of the Y. M. C. A. Schools.



LIBRARY FACILITIES

The Public Library is located diagonally across the street from the Y. M. C. A. Schools and the Library officials have cooperated in a splendid way in serving the students.

EMPLOYMENT SERVICE

The Young Men's Christian Association maintains a free employment bureau for the benefit of its members and students of The Youngstown Institute of Technology. Business men of the city call the Employment department for all kinds of help and the Employment Secretary has helped many of our students to splendid positions. The fact that our work is done in the evening, makes these positions available to any of our students who are equipped to fill them.

ROOMING AND BOARDING FACILITIES

The Y. M. C. A. Schools are located about three blocks from the main Y. M. C. A. Building on Champion Street and about one block from the Young Women's Christian Association. This makes it convenient for the young men and young women who come from out of town. Both the Y. M. C. A. and the Y. W. C. A. maintain cafeterias which are open to the public at very reasonable rates.

PHYSICAL PRIVILEGES

All men of the Youngstown Institute of Technology are entitled to the use of the Y. M. C. A. Gymnasium and Swimming Pool free of charge, as long as they are students in the school.

STUDENT COUNCIL

The Student Council is composed of a group of men and women elected by the students and representing all Collegiate Departments of the Youngstown Institute of Technology. It is the purpose of this body to aid the Administration in promoting student activities, to develop school spirit and to secure the highest type of coöperation between the student body and school officials.



Student Council, 1926-1927

TUITION FEES

(Per Semester)

One subject.....	\$30.00
Two subjects.....	\$40.00
Three subjects.....	\$50.00

If the amount of the initial payment is \$25.00 or more, 10% of this amount will be deducted from the price of the course. Positively no cash discount allowed after opening night, each semester.

A graduation fee of \$5.00 will be charged for conferring the B. C. S. degree.

Special examinations will be given as required. The fee will be based on amount of teacher's time required.

No extra charge will be made for registration, or membership in the Y. M. C. A.

REQUIREMENT FOR BACHELOR OF COMMERCIAL SCIENCE DEGREE

Authority has been granted until 1930, by the Department of Public Instruction, State of Ohio, to confer the Bachelor of Commercial Science Degree upon regular students who present satisfactory credits for one hundred and twenty (120) units, earned as follows:

(1) At least seventy-two (72) units of credit must be earned through the normal classroom program. Attendance at a two-hour session each week for a period of one semester earns 3 units of credit. The degree will not be conferred upon a candidate unless more than sixty (60) of the necessary seventy-two (72) units represent a grade of 75% or higher.

(2) Credit will be allowed toward the degree of not to exceed forty-eight (48) units for successful business experience. The State Department of Education will decide in each case what comprises successful business experience and the amount of such credit to be allowed toward the degree. Where the experience is of such a routine nature as to warrant a refusal of all or part of the credit, the student may be required to take supplementary courses to complete the required number of points. In some cases the degree may be held up until the student secures the necessary successful experience. It is understood that for every hour of classroom work, a minimum of two hours of outside study is required. In allowing credit for business experience, frank recognition is made of the general business training which the student is acquiring in his daily occupation. His daily vocation becomes the laboratory, applying the principles taught in the classroom.

Candidates for the Bachelor of Commercial Science degree must make the following procedure:

(1) Make application for graduation not later than February 1st in the year in which they plan to receive the degree.

(2) The Candidates for the degree must have met the admission requirements, and must pass the subjects required in the curriculum.

(3) The Candidate must have met all requirements for actual business experience.

The conferring of degrees takes place only at the Commencement Exercises at the close of the second semester.

WHAT THE C. P. A. DEGREE MEANS

In order that a standard may be maintained as in other professions, the State Board of Accountancy passes upon the qualifications of all applicants for examination for the degree of Certified Public Accountant and holds rigid examinations which must be passed by the applicant before any certificate is issued.

Students who plan to take the C. P. A. examination should secure a position in the office of a public accountant after the first year in school in order to meet the requirement of three years of practical experience.

To those meeting all requirements a certificate is issued authorizing the individual to use the letters C. P. A.

ACCOUNTANCY

The course as outlined below is a comprehensive grouping of practical unit courses in the most effective order of study. This order may be varied to meet the special needs of the student. Those who do not want to follow the complete course may select and register for any one or more of the courses. The purpose of the course is not only to prepare the student for the C. P. A. examination, but to provide a complete preparation for the practice of accounting. It is, moreover, a complete training for business. More and more, business men are realizing the importance of a working knowledge of accounting. A business executive does not keep the accounts, but a knowledge of the theory will enable him to maintain a more effective control over his own business and to grasp more quickly the strength of his competitors.

It can be readily proved that, after all, the margin of profits in any business operation is always increased by proper credit methods and advanced management. It seems obvious that today the business man not able to see this and not in accord with the tendency of the time, must inevitably sacrifice in profit margins.

The profession of Accountancy is recognized by the law. Various states have determined the definite requirements which entitle the applicant to the degree or standing of a Certified Public Accountant. In Ohio, a very high standard is maintained by the State Board of Accountancy. Applicants are examined in the subjects of Theory of Accounts, Auditing, Practical Accounting and Business Law. Whatever his knowledge of the technique of bookkeeping, the accountant must be able to coördinate his records with those of the operating departments of a business. Financial returns in this, as in all other professions, depend upon the individual; but it is indicative that, according to statistics for the year 1924, the average salary of practicing accountants, including all Juniors was approximately \$3,000 per year.

OUTLINE OF COURSES

Offered 1927-1928

FIRST YEAR

First Semester	Second Semester
A-1 Theory of Accounting	A-2 Theory of Accounting
Ec-1 Economics	Adm.-1 Principles of Business
L-1 Law of Contracts and Agency.	L-2 Law of Partnerships and Corporations.

SECOND YEAR

A-3 Accounting Theory and Practice	A-4 Accounting Theory and Practice
Adm.-3 Office Management	E-1 Business Letters and Reports
L-2 Law of Negotiable Instruments	L-4 Law of Property and Bankruptcy

THIRD YEAR

A-8 Constructive Accounting	A-16 Mathematics of Accounting
A-5 Cost Accounting Elective	A-6 Cost Accounting Elective

FOURTH YEAR

A-13 C. P. A. Quiz	A-14 C. P. A. Quiz
A-11 Auditing Theory and Practice Elective	A-12 Auditing Theory and Practice Elective

ELECTIVES

M-3	Salesmanship Fundamentals
M-4	Sales Practice
M-10	Advertising Fundamentals
M-11	Advertising Practice
E-2	Public Speaking
Adm. 4	—Business Statistics and Forecasting
Adm. 5	—Business Psychology
F-3	Credits and Collections
A-7	Federal Taxes
A-9	Specialized Accounting

NOTE: During 1927-1928, for the first semester, Juniors and Seniors will take Business Forecasting and Federal Taxes.

During the second semester Business Psychology and Credits and Collections will be offered in place of Business Forecasting and Federal Taxes, respectively.

For a third subject, Juniors will take Cost Accounting and Seniors the C. P. A. Quiz, throughout the year.

BUSINESS ADMINISTRATION

Executive ability is scarce. If to general intelligence and personality there can be added the precise knowledge of those subjects needed in the conduct of a business concern, such as advertising, salesmanship, law organization, credits, accounts, etc., there is little doubt of the possessor's success. Firms are on the lookout for such men.

Statistics show that out of every hundred men only two per cent are leaders. The question naturally arises as to what are the essential qualities necessary to climb into the two per cent class. The answer, as shown by the lives of successful men, is a broad fundamental training and acquaintanceship with all phases of modern business.

This course aims to develop general executives. The best specialists obtainable have been engaged as instructors. For the man who wishes to broaden his view of business relationships, this course offers a broad field to fill his needs. For prospective Business Managers and for those desiring general executive training, this four-year course will be of great value. The B. C. S. degree is given upon completion of the course. During 1927-1928 the first three years only are completely available.

FIRST AND SECOND YEARS

Same as courses in Accountancy.

THIRD YEAR

First Semester

M-3 Salesmanship Fundamentals
M-10 Advertising Fundamentals
E-2 Public Speaking

Second Semester

F-3 Credits and Collections
M-11 Advertising Practice
Adm.-5 Business Psychology

FOURTH YEAR

(Not offered in 1927-1928.)

ELECTIVES

No hard and fast rules are made as to requirements in this course. The student may elect subjects to suit his individual needs and desires. Any subject in the Accountancy Course may be elected.

BRIEF DESCRIPTION OF COURSES

ACCOUNTANCY

A-1 A-2—Theory and Practice of Accounting. A beginning course in the theory and practice of accounting. Based on Introductory Accounting. John A. Powelson.

A-3 A-4—Theory and Practice of Accounting. A continuation of Accounting A-1 and A-2. Based on Principles of Accounting, Vol. II, Finney.

A-5 A-6—Cost Accounting. A thorough course based on "Cost Accounting," by Lawrence.

A-7—Federal Taxes. A course giving special attention to Income Tax Procedure. Covers such items as personal tax accounting, taxable and non-taxable incomes, deductions and losses, depreciation and depletion, invested capital, admissible and inadmissible assets, computation of taxes, and typical problems. Based on "Income Tax Problems," Filbey.

A-8—Constructive Accounting. This course takes up the study of a typical business enterprise, determining its needs in respect to forms, books, titles of accounts, forms of exhibits, etc., including the actual construction of accounting systems for typical business concerns. Based on *System Building and Constructive Accounting* by Willard.

A-9—Specialized Accounting. A thorough course in specialized accounting for representative industries, such as department stores, foundries, flour mills, cement mills, banks, fire insurance companies, coal mining companies and many others. Based on Newlove and Pratt "Specialized Accounting," Volume I and Volume III. (Problems.)

A-11 A-12—Auditing. An intensive course in Auditing Practice and Procedure, for advanced students in Accountancy. Based on "Auditing," by W. H. Bell.

A-13 A-14—C. P. A. Quiz. An intensive training in the solution of C. P. A. problems throughout the fourth year. Based on "C. P. A. Accounting," Volumes I and II and "Solutions," Newlove.

A-16—Mathematics of Accounting and Finance. Deals with more advanced problems of business than the ordinary business arithmetic. Includes short methods of calculation; averages; turnover; partnership; inventory; building and loan associations; value of good-will; conversion of foreign currencies; compound interest, annuities, bond discount and premium; commuted rents in leases; and depreciation methods. Logarithmic, compound interests and annuity tables. Based on "Mathematics of Accounting and Finance," Walton and Finney.

FINANCE

F-3—Credits and Collections. Based on *Credits and Collections* by Ettinger and Golieb. It teaches the principles and supplies the facts that show just when and when not to grant credit. It explains where to get information about those who apply for credits and tells how to collect after credit is granted.

BUSINESS LAW

L-1—General Survey; Contracts; Agency. Bays' American Commercial Law Series, Book I.

L-2—Partnerships; Corporations. Bays' II.

L-3—Bailments and Carriers; Sales; Negotiable Paper; Banks; Suretyship. Bays' III.

L-4—Property (Including Estates and Wills); Bankruptcy; Debtor; Creditor. Bays' IV.

ADMINISTRATION

Adm. 1—Principles of Business. Science of business; form of business ownership and management; financing; banking; exchange; marketing; personnel; office management; production; accounting; forecasting business conditions. Based on *Principles of Business*, Gerstenberg.

Adm. 3—Office Organization and Management. Principles of Office Management; Location and Layout of Office; Office Equipment; Methodizing the Means of Communication; Filing Department; Stenographic Department; Methods of Measurement and Control of Stenographic Output; The Language of Business Writing; Speech of the Executive; Traffic and Credit Departments; Sphere and Control of Sales; Work of Sales Promotion Department and Advertising.

Adm. 4—Business Statistics and Forecasting. Based on "Elements of Statistical Methods," King, and "Business Forecasting," Jordan. The use of charts, graphs, and statistics as a means of control in business. A study of the periodic rise and fall of business as a training in developing foresight is the most valuable of business assets.

Adm. 5—Business Psychology. A scientific approach to the solution of business problems will be made by a study of the fundamental principles of elementary psychology. Parallel to the mastery of these principles will be given an abundance of illustrative material taken from business relationships and the emphasis made on applying the principles to the various phases of business. The various phases of business to be thus dealt with will include the following subjects: Objective and Subjective Influences Determining Demand; Price, Advertising, Selling, Trade Marks, Containers, Display; Location and Policy of Store; The Problems of Advertising; Attracting Attention; Securing Conviction by Suggestion; Individual Adaptability to Occupation and Profession; Methods of Rating Human Quality; Job Specification; Psychological Tests in Employment.

MARKETING

M-3—Principles of Salesmanship. A course for men who intend to sell, who are engaged in selling, and who are interested in mastering the fundamental marketing operations. Based on standard Y. M. C. A. course.

M-4—Sales Practice. As the name implies this is a practice course in which the students concentrate on the application of what he has previously learned by experience and study. Demonstration Sales are given, covering thoroughly the following: The Constituents of a Sale; The Mental Factors in a Sale; The Salesman Who Sells; Getting an Audience; Attracting Attention; Establishing Confidence; Motivating Interest in the Goods; Creating Convictions; Inducing Desire for the Goods; The Art of Closing the Sale; Capitalizing Sales; Standard Marketing Problems; You and Tomorrow.

M-10—Advertising Fundamentals. The Occupation; The Growth; The Purpose; The Branches; The Circular; The Newspaper; The Letter; The Copy; The Art; The Layout; The Printing; The Sign.

M-11—Advertising Practice. A practical application of the principles taught in Advertising Fundamentals.

M-12—Fundamentals of Show Card Writing and Poster Designing. A thorough course, two nights a week, three hours a night, for two semesters of seventeen weeks each. The elements of Show Card Writing, Fancy Lettering, Poster Designing and Air-brush Finishing. The work is entirely individual. Each student may advance as rapidly as he is able. A special feature of the instruction is the unusual personal attention given to every student.

M-13—Advanced Show Card Writing and Poster Designing. Two courses of seventeen weeks each for those who already have some training but who wish to learn more of the intricacies of show card writing and poster designing. Considerable time is devoted to practice with the air-brush and to lay-outs and designing. An attempt is made to place the student under the same conditions that are customary in actual practice.

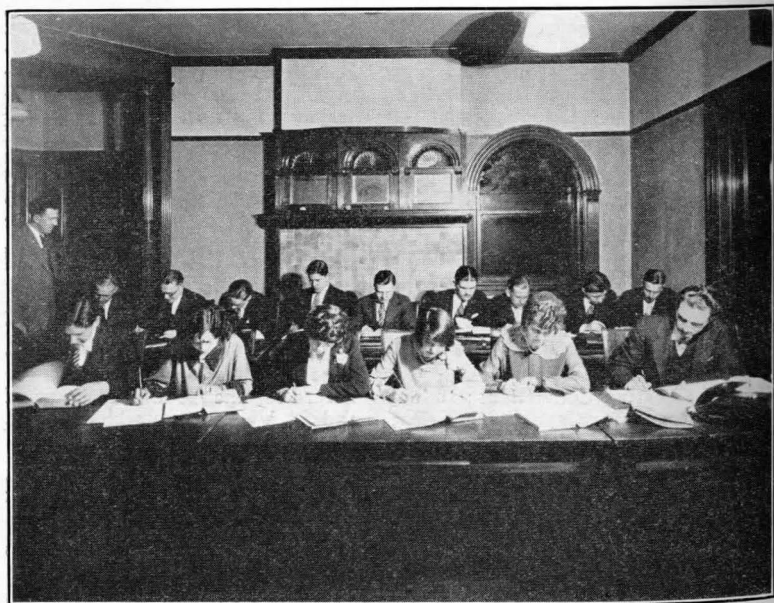
ECONOMICS

Ec-1—Business Economics A study of modern economic organization; relationships and interdependence; influences affecting business activities; the underlying causes of changes in business conditions. Based on Carver's College Economics.

ENGLISH

E-1—Business Letters and Reports. A practical course in the writing of effective business letters, including credits, complaint, adjustment, sales, and other types of modern business communications. Based on the standard Y. M. C. A. course.

E-2—Practical Public Speaking. A practical course in the effective construction and delivery of business talks. The student is frequently required to deliver short talks before the class. Based on the standard Y. M. C. A. course.



Commerce and Finance Class

OTHER DEPARTMENTS OF THE Y. M. C. A. SCHOOLS

THE SCHOOL OF LAW: A four-year course of college grade preparing for the Bar Examination and granting the L. L. B degrees to those students who have two years of Liberal Arts training as a prerequisite. A limited number of special students are enrolled with the permission of the Dean. Two evenings a week.

THE SCHOOL OF LIBERAL ARTS: Provides at least two years, and in some cases, three years of college work. Enables high school

graduates to take work at home while they are employed during the day. Complete college course also provided for those who can devote all of their time to the work. Enables teachers to work off educational requirements for teaching or to work toward a degree. Credits accepted by all leading colleges and universities. Day and evening work.

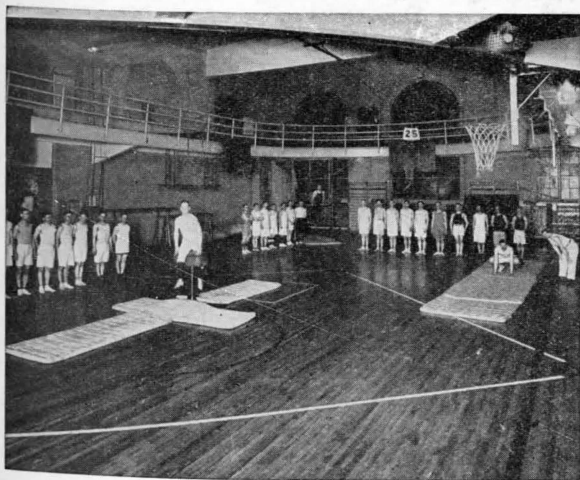
THE HIGH SCHOOL: Complete four-year course. Academic, Scientific, Commercial and Technical. Member North Central Association of Colleges and Secondary Schools. Diploma accepted by all colleges. Three evenings a week.

THE BUSINESS SCHOOL: Day and Evening classes the year round. Complete Bookkeeping and Secretarial Courses. Equipment up-to-date. Courses prepare for high grade office positions. Wholesome environment. Individual instruction. Two or three evenings a week, or five days a week.

THE TECHNICAL SCHOOL: Courses in Mechanical and Building Drawing, Blue Print Reading, Shop Mathematics, Building Estimating. Intensely practical. Individual Instruction. Open to students with Elementary School training. Two or three evenings a week.

THE TRADE SCHOOL: Complete Automobile Mechanics. Also includes Ignition and Battery work. Open to Elementary School graduates. Prepares directly for well-paid trade. School endorsed by Youngstown Automobile Dealers' Association. Three evenings a week or five days a week.

THE ELEMENTARY SCHOOL: Fifth to Eighth grades inclusive. Prepares for High School. Individual instruction allows students to advance as rapidly as they are able. Three evenings a week.



Gymnasium Class

AT WORK



First Year Accounting



Torts



College English



Going to Work 6:00 P.M.



Mechanical Drawing



The Youngstown
Institute of
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 Elsie Randle, Recorder.

THE FACULTY

- Charles F. Axtmann, Auditor Home Savings & Loan Co., Acting Dean and Professor of Accounting and Business Administration. B. S., Syracuse; Pd. B., Syracuse; M. S., Syracuse, 1913; C. P. A., Indiana, 1924.
- Joseph Earle Smith, Professor of Social Science, Rhodes Scholar, Oxford, England, 1908-1911; B. A., Oxon, 1911; A. M., University of Nebraska, 1914; University of Chicago, Summers of 1915, 1916, 1917, 1919, 1921, 1924.
- Lee Edwin Cannon, Professor of Modern Languages, A. B., Eureka College, 1906; A. M., University of Wisconsin, 1909; University of Leipsic and University of Geneva, 1906-1907; University of Wisconsin, 1908, 1909, 1910, 1911, 1912, 1917; Harvard University, 1912, 1913; University of Chicago, Summers of 1916, 1919, 1920, 1921.
- Ernest G. Walker, Professor of Psychology and Education, A. B., Indiana University, 1901; A. M., University of Chicago, 1915.
- Edward O. Putree, Professor of Social Science, B. A., Wittenberg College, 1918; M. A., Columbia University, 1922.
- H. C. Embree, Professor of Natural Science, B. A., Cornell College; M. S., University of Chicago, Graduate work University of Chicago, 1925-1927.
- B. Lloyd Black, Professor of English, Graduate Central State Normal School, Pennsylvania, 1913; B. S., Pennsylvania State College, 1922; M. A., Pennsylvania State College, 1927.
- John Chase, Professor of Astronomy. B. S., Amherst College, 1896; Union Theological Seminary and Columbia University, 1898-1900; A. M., Columbia University, 1900.
- William James Campbell, Professor of Biblical Literature. A. B. Dartmouth, 1905; S. T. B., Harvard, 1907; A. M., Harvard, 1908; D. D., Dartmouth, 1924.
- Henry White, Professor of Biblical Literature. A. B. Hamilton College, 1905; D. D. Wooster College, 1927.

FOREWORD

In September, 1921, the first Liberal Arts course ever offered in Youngstown was established as a part of the work of the Youngstown Institute of Technology. Three teachers from Hiram and Thiel, neighboring colleges, constituted the first faculty. The work was offered to accommodate local teachers who needed credits towards degrees or certificates. For six years these late afternoon and evening classes have grown in popular favor until last year two hundred and thirteen were enrolled. By varying the courses from year to year a total of forty-nine courses have been offered during the past three years. In September, 1927, a Day College will be established as a natural outgrowth of the successful work carried on for the past six years at night.

LOCATION

The college of Liberal Arts is located at 410 Wick Avenue, Youngstown, Ohio. The old John C. Wick mansion, a pretentious structure of twenty-seven rooms, was purchased by the Young Men's Christian Association in 1926. The site occupies a corner lot, with nearly two acres of ground, and the building is surrounded by shade trees of various kinds which makes it beautiful to look upon and a delightful place

in which to study. Since the purchase of the building, \$15,000 has been spent in remodeling and equipping the place for schoolroom work. New heating and lighting systems were installed, science laboratories improved and many other changes made to adapt the building to school purposes. Wherever possible, however, the beautiful mirrors, hearths and other beauty spots were left untouched. A number of rooms are finished in mahogany and curly maple and were left intact. Altogether, there is a home-like atmosphere which contributes substantially to the spirit of the school.

CHRISTIAN EMPHASIS

The College of Liberal Arts is under the auspices of the Young Men's Christian Association and its faculty has been carefully selected with a view to securing men who at all times exert a Christian influence upon the lives of their students. The school is strictly non-sectarian and has always been free from the faintest suggestion of any attempt to influence or change a student's fundamental faith. It does, however, strive at all times to maintain a highly moral atmosphere, refining and uplifting in its effect upon the lives of the students.

ATTENDANCE

All absences decrease the student's chances for passing the course. In cases of unavoidable absence caused by illness, the students will be given an opportunity to turn in written work to cover the work missed. If the work is not made up in this manner, three per cent will be deducted from the student's grade for each absence. In case a student is absent from the same course five times during the semester, and the work is not made up as indicated above, he will be dropped from the class and a grade of "F" recorded. Three cases of tardiness count as one absence.

GRADING SYSTEM

The grading system is standard throughout the schools of college grade. Passing grades are indicated by the letters A, B, C and D. A condition is indicated by the letter E. Failure by F. A report of grades is given to each student at the close of each semester.

WITHDRAWALS AND REFUNDS

A student compelled to withdraw on account of personal illness before the middle of the semester will be refunded the unused portion of tuition upon written application to the Registrar of the school accompanied by a physician's certificate.

No refunds will be granted in cases where the student voluntarily withdraws, or where the student has attended more than one-half the period for which payment has been made.

No application for refund will be considered unless presented in writing and unless made before the close of the period for which the tuition was paid. When refund is granted the student will be charged ten dollars for registration and a pro rata amount for the instruction he has received.

Tuition not refunded or used may be applied on subsequent courses pursued in the school, provided such courses are undertaken within one year from the date of withdrawal of the student.

TEXT BOOKS AND SUPPLIES

Text books and supplies may be purchased at the school book store on the main floor of the Education Building, 410 Wick Ave.

REGISTRATION

Students may register at the office on the main floor of the Education Building between the hours of 8:30 A. M. and 9:30 P. M. with the exception of Saturdays, when the office is closed at 4:00 P. M.

Applications for admission should be made at least one week before the opening date in order that the details of registration may be completed and the service to the students facilitated. Students enrolling in the College of Liberal Arts must file a statement of high school credits at the time of registration.

A special honor is to be conferred upon the first one hundred to enroll in the Day College of Liberal Arts by issuing to them a neatly engraved, numbered certificate entitling them to membership in the Century Club. These certificates will be prized highly in later years by those securing them.

CO-EDUCATIONAL

Both men and women are admitted to the College of Liberal Arts.



LIBRARY FACILITIES

In addition to the library maintained in the building, the students have access to the Public Library located diagonally across the street from the school. This splendid library of one hundred and twenty-five thousand volumes offers unusual advantages for research and outside reading. Spacious study halls are also available. The library officials have always cooperated in a splendid way in serving the students.

EMPLOYMENT SERVICE

The Young Men's Christian Association maintains a free employment bureau for the benefit of its members and students of the Y. M. C. A. Schools. Business men of the city call the Employment department for all kinds of help and the Employment Secretary has helped many of our students to splendid positions.

Special effort will be made to secure part-time positions for those desiring to defray their expenses in this way. Students desiring assistance in this manner should enroll as soon as possible at the Employment Desk in the Main Y. M. C. A. Building, 17 North Champion St.

ROOMING AND BOARDING FACILITIES

The College of Liberal Arts is located about three blocks from the main Y. M. C. A. Building on Champion Street and about one block from the Young Women's Christian Association. This makes it convenient for young men and women who come from out of town. Both the Y. M. C. A. and the Y. W. C. A. maintain cafeterias which are open to the public at very reasonable rates.

STUDENT COUNCIL

The Student Council is composed of a group of men and women elected by the students and representing all Collegiate Departments of the Youngstown Institute of Technology. It is the purpose of this body to aid the Administration in promoting student activities, to develop school spirit and to secure the highest type of cooperation between the student body and school officials.

PHYSICAL PRIVILEGES

The three large gymnasiums, the swimming pool, the boxing and the wrestling room, the four hand-ball courts and other facilities of the Physical Department of the Central Y. M. C. A. at 17 N. Champion Street are available for the work in Physical Education required of all men in the College of Liberal Arts. A small gymnasium in the rear of the Educational Building, at 410 Wick Avenue, is also well suited for practice periods in basketball and other games. The facilities of the Y. W. C. A., about a block away, are available for the young women of the school. Athletic teams, especially in football, basketball and track will be organized. Capable and experienced coaches will be provided.

REQUIREMENTS FOR ADMISSION

An applicant for admission to the College of Liberal Arts, Youngstown Institute of Technology, must be a graduate of a first grade high school, or an accredited secondary school, or must pass entrance examinations in high school subjects amounting to fifteen units through the State Department of Education at Columbus, Ohio, or Ohio State University. The subjects from which choice should be made and the number of units which will be accepted in each subject are as follows:

GROUP I

English	3 or 4 units
Algebra	1 or 1½ units
Geometry (Plane)	1 unit
Geometry (Solid)	½ unit
Trigonometry (Plane)	½ unit
History, Civics, Social Science	1-4 units
Latin, Greek, French, German or Spanish	2-4 units
(Two units in the same language)	
Physics (with Lab.)	1 unit
Chemistry (with Lab.)	1 unit
Botany	½ or 1 unit
Zoology	½ or 1 unit
General Biology	½ or 1 unit
Physiology	½ unit
Physical Geography	½ or 1 unit
General Science	½ or 1 unit

GROUP II

(Three units may be chosen from this group)

Agriculture	Industrial Arts
Commercial Subjects	Fine arts
Household Arts	

It is strongly recommended that the following combination of units be presented for admission:

English	3 units	Foreign Language	4 units
Algebra	1 unit	Physics or Chemistry	1 unit
Geometry	1 unit	Botany or Zoology	1 unit
American History or Civics	1 unit		

(Three additional units may be presented from Group I or Group II)

If the distribution of units differs from that specified, the student will limit his choice of electives and in some cases may extend his course beyond that of other students. A student deficient in Algebra or Geometry will be entered with conditions and this deficiency must be made up outside of college classes and the student must pass entrance examinations before entering upon the second year of residence.

TUITION FEES

(Per Semester)

3 semester hours	\$30.00
4 semester hours	35.00
5 semester hours	40.00
6 semester hours	45.00
7 semester hours	50.00
8 semester hours	55.00
9 semester hours	60.00
10 to 17 semester hours	75.00
Each hours of class work over 17	5.00

SPECIAL FEES

Diploma Fee—Title of Associate in Arts	\$5.00
Laboratory Fee—Biology—or Chemistry (per semester)	5.00
Matriculation Fee—for more than 9 hours work	5.00

The above fees are on the cash basis. If not paid on the opening day, each semester, 10% will be added. No extra fees are charged for registration, Y. M. C. A. Membership, or Library.

DEGREES

The Title of Associate in Arts is conferred upon students of the Day College of Liberal Arts who have completed sixty-four semester hours of work, thirty-two of which have been completed in this college. It is possible for a student to secure three years of college work at present and it is planned eventually to extend this to four years, offering a regular college degree.

SELECTION OF COURSES

Students should determine as early as possible the school to which they wish to transfer their credits and select the courses taken in this school accordingly. Due to the lack of uniformity in the requirements of different schools, no set course of study can be outlined. English is required of all Freshmen and Physical Education of all Freshmen and Sophomores. In preparation for a general college course, a Natural Science, a Foreign Language and a Social Science should be included in the course each year. Sixteen semester hours including Physical Education, constitutes the average student load.

PRE-PROFESSIONAL COURSES

Many professional schools now require from one to four years of Liberal Arts for entrance. While the requirements vary greatly, it will be possible to select courses preparing for these schools. In each case the specific catalog should be consulted. In general, however, the following courses will meet the average requirements.

PRE-MEDICAL

All medical schools now require at least two years of Liberal Arts and some require three or four years. While the requirements vary somewhat, they all require Chemistry, Biology, English, Physics and Physical Education. Some also require Foreign Language, a Social Science and Mathematics. Ohio State University makes the following requirements, based on quarter hours, each quarter hour being the equivalent of two-thirds of a semester hour:

FIRST YEAR

Foreign Language	15	English Composition	5
General Chemistry	10	American Literature	5
Qualitative Analysis	5	Zoology	5

SECOND YEAR

Foreign Language	5	Physics	15
Comparative Anatomy	5	Organic Chemistry	10
Psychology	5	Physiology	5

PRE-DENTAL

Most Dental Schools now require at least one year of Liberal Arts. They also recommend that the High School Course should include one unit of algebra, one unit of Geometry, one unit of Physics, one unit of some other science. It is also suggested that it will be found of distinct advantage to the dental student to have had in his High School Course, drawing, either free hand, mechanical, or both, and manual training. Ohio State University requires one year of Liberal Arts including at least six semester hours each of English, Biology and Chemistry. Qualitative Analysis should be included in the Course in Chemistry. Physics must be presented for admission, taken either in High School or College.

PRE-LEGAL

All Law Schools in Ohio now require at least two years of Liberal Arts for entrance. While no specific requirements are made as to courses, it will be found of distinct advantage to include courses in English, History, and other social sciences, Foreign Language, Accounting, Mathematics and Psychology.

PRE-PHARMACY

Some schools of Pharmacy now require at least one year of Liberal Arts. The requirements are very similar to those of Medicine and Dentistry.

TEACHER'S COURSE

The first two years of a general course in preparation for High School teaching is outlined below. Certain changes could be made to provide for specific types of teaching.

FIRST YEAR

Foreign Language or Elective	6-8 semester hours
English	6 semester hours
Biology	8 semester hours
Social Science	6 semester hours
Psychology	3 semester hours
Physical Education	2 semester hours

SECOND YEAR

English	6 semester hours
Educational Psychology	3 semester hours
Principles of Education	3 semester hours
History of Education	3 semester hours
Electives	15 semester hours
Physical Education	2 semester hours

PRE-ENGINEERING

In practically all Engineering Schools the work of the first year is the same whether one plans to study Electrical Engineering, Civil Engineering, Mechanical Engineering, or any other Engineering course. The requirements vary somewhat, however, among different schools. The subjects usually required in the first year are: Plane Trigonometry, College Algebra, Analytical Geometry, General Chemistry, Qualitative Analysis, Engineering Drawing, Descriptive Geometry, English Composition and Physical Education. Practically all of these subjects are available in this school. The student expecting to take his first year of work in Youngstown should arrange his courses, as nearly as possible, to fit the requirements of the school to which he expects to transfer his credits.

DESCRIPTION OF COURSES

ASTRONOMY

1. **ELEMENTARY ASTRONOMY**—Three hours, second semester; three hours of recitation, lecture and observation each week. The aim is to give a general, non-technical knowledge of the subject, presented in such a manner that it can easily be comprehended even by those who have not had an extensive scientific training. Open to Freshmen.

BIBLE

1. **THE LIFE OF CHRIST**—Two semester hours, first semester; Two hours of lecture and recitation each week. This course is based on the four gospels, with particular attention to one of them. The student is encouraged to think and to evaluate for himself the unique personality of Jesus. Lectures, recitations and special topics for investigation.

2. **THE APOSTOLIC AGE**—A continuation of course 1.—Two hours, second semester. The aim of the course is to enable the student to grasp the significance of the progress of Christianity. The study will deal with the Acts of the Apostles and certain of the epistles. The work and teaching of Paul will be considered in their relation to the development and activity of the early church. Lectures, recitations and special topics for investigation.

3. OLD TESTAMENT HISTORY—Two hours, first semester. This course embraces the Old Testament record from Genesis to Joshua, inclusive. Special attention is given to the patriarchal Age, the deliverance of Israel from bondage, the Mosaic laws, the institution of the Hebrew system of worship, and the conquest and division of Canaan. Lectures, recitations and special topics for investigation.

4. OLD TESTAMENT HISTORY—A continuation of course 3. Two hours, second semester. The history of Israel is carried down through the captivities and the return therefrom. The historical background of the surrounding nations is dealt with in particular in the study of this course. Due attention is given to the historical geography of Palestine, and the results of recent archaeological research, especially as these help to unfold the history of the period. Lectures, recitations and special topics for investigation.

BOTANY

2. GENERAL BOTANY—Four semester hours of credit. Two lectures and recitations and two three-hour laboratory periods each week. No pre-requisites. Open to Freshmen. An introductory study of plant life. Second semester.

CHEMISTRY

1-2. GENERAL CHEMISTRY—Eight semester hours credit throughout the year. One lecture, one recitation and two three-hour laboratory periods each week. A general course in the chemistry of non-metals for the first twelve weeks followed by a survey of the chemistry of metals for another twelve weeks. The final period of twelve weeks is devoted to qualitative analysis, a brief course in a systematic detection and separation of the metals and acids.

ECONOMICS

2. PRINCIPLES OF ECONOMICS—Three semester hours—Second semester. Should precede all courses in economics. A study of the laws of production, exchange, distribution and consumption of wealth, combined with an analysis of the industrial action of men as regards land, labor, capital, money, credit, rent, interest, wages, etc.

11-12. ELEMENTARY ACCOUNTING—Six semester hours of credit. Three hours a week throughout the year. This course deals with basic principles of accounting problems and laboratory exercises. Balance sheet elements and values; depreciation; distinction between capital and revenue; partnership settlements, etc.

EDUCATION

1. PRINCIPLES OF EDUCATION. Three semester hours of credit—First semester. Three lectures, recitations, or quiz sections each week. An inquiry into the meaning of education, the nature and function of ideals, and the nature of the thinking process in its bearing on educational procedure. Not open to Freshmen.

2. HISTORY OF EDUCATION. Three semester hours of credit. Second semester. Three lectures, recitations, or quiz sections each week. Prerequisite, one course in European History or Psychology. A study of the great educational periods and tendencies of history, tracing the development of educational content and method through the various educational movements of modern times. Not open to Freshmen.

ENGLISH

1. COMPOSITION AND RHETORIC—Three semester hours of credit—First semester. Three hours of recitation, quiz, reading and practice each week. A practical course of composition, accompanied by a study of rhetorical principles and analysis of prose selections. Frequent short themes with individual conferences. Required of all Freshmen.

2. COMPOSITION AND RHETORIC—Three semester hours of credit—Second semester. Three hours of recitation, quiz, reading and practice each week, a continuation of course one. Open to Freshmen and required of those who do not make a grade of B or better in Course 1.

4. INTRODUCTION TO AMERICAN LITERATURE—Three semester hours of credit—Second semester. Three hours of lectures, quiz, readings, reports. The outline of the history will be given by lecture. The reading or criticism will be of Irving, Cooper, Bryant, Poe, Hawthorne, Emerson, Whittier, Longfellow, Lowell and Whitman, with a brief survey of recent literature. Open to Freshmen who have made a grade of B or better in Course 1.

6. SURVEY OF ENGLISH LITERATURE—Three semester hours of credit—Second semester. Three hours of lecture, recitation, quiz and reports each week. A general introductory course with special emphasis on the literature previous to the Nineteenth Century. Open to Freshmen who have made a grade of B or better in Course 1.

7-8. NINETEENTH-CENTURY POETRY AND PROSE—Six semester hours of credit. Three hours of lectures, quiz, readings, each week throughout the year. During the first twelve weeks the course will cover the Romantic Period of English Poetry with a study of Wordsworth, Shelly, Keats and their contemporaries. During the second twelve weeks the Victorian period of English Poetry will be studied. Complete readings and criticism, as far as possible, of Tennyson and Browning with some consideration of Fitzgerald, Arnold, Swinburne, Rosetti, Morris and Meredith. During the last twelve weeks a study will be made of Nineteenth-Century Prose. Reading in Coleridge, Lamb, Landor, De Quincy, Hazlitt, Carlyle, Arnold, Ruskin, Newman, Pater, Stevenson, and in recent and contemporary essayists. Prerequisite, six semester hours of College English.

FRENCH

1-2. ELEMENTARY FRENCH—Six semester hours of credit. Three recitations a week throughout the year. Grammar, reading and writing of easy French.

3-4. SECOND YEAR FRENCH—Six semester hours of credit. Three recitations a week throughout the year. Rapid reading of modern fiction and drama, with practice in speaking. Prerequisite, one year of College French or two years of High School French.

GERMAN

1-2. ELEMENTARY GERMAN—Six semester hours of credit. Three recitations a week throughout the year. Grammar, reading and writing of easy German.

3-4. SECOND YEAR GERMAN—Six semester hours of credit. Three recitations a week throughout the year. Rapid reading of modern fiction and drama, with practice in speaking. Prerequisite, one year of College German.

HISTORY

1. MODERN EUROPEAN HISTORY TO 1789. Three semester hours of credit—First semester. Three class meetings each week. Textbook, collateral readings, and discussions. A general account of the history of Western Europe from 1500 to the French Revolution, with a preliminary survey of the Middle Age. Open to Freshmen.

2. MODERN EUROPE SINCE 1789.—Three semester hours of credit—Second semester. Three class meetings each week. A continuation of History 1. Open to Freshmen.

3. HISTORY OF THE UNITED STATES—(1763-1850). Three semester hours of credit. Three recitations a week. A study of the general political, constitutional and economic development of the United States from the beginning of the Jacksonian epoch. Textbook, collateral, readings and discussions. No prerequisites. Not open to Freshmen.

4. HISTORY OF THE UNITED STATES (1850-1927)—Three semester hours of credit. Three hours a week. A continuation of History 3. Not open to Freshman.

MATHEMATICS

1. COLLEGE ALGEBRA—Three semester hours of credit. Three hours a week. First semester. Quadratic equations, simultaneous quadratic equations, equations solved like quadratics, the properties of quadratic equations, surds and imaginaries, ratio, proportion, variation, progressions, the binomial theorem, theory of logarithms, series, and graphic representations of functions.

2. TRIGONOMETRY—Three semester hours of credit. Three hours a week. Second semester. The trigonometry functions of the angle, the solution of the right angle, both with and without logarithms, trigonometry, the solution of the oblique triangle, the application of trigonometry to various practical problems.

3. ANALYTICAL GEOMETRY—Three semester hours of credit. Three hours a week. First semester. This course is designed for those who major in mathematics or elect the science course. Special emphasis is laid on the first and second degree equation and the conic sections in order to give the students who expect to teach mathematics the necessary preparation. Prerequisites, College Algebra and Trigonometry.

4. DIFFERENTIAL CALCULUS—Three semester hours of credit—Three hours a week. First semester. The differential calculus treats the fundamental principles, differentiation of elementary forms, indeterminate forms, expansion of functions, mode of variation of functions of one variable, rates and differentials, maxima and minima, asymptotes, contract and curvature, singular points and envelopes. Prerequisite, Analytical Geometry.

5. INTEGRAL CALCULUS—Three semester hours of credit—Three hours a week. Second semester. Treats the general principles of integration, reduction formulas, integration of rational functions, integrations of rationalization, integration of trigonometric and other transcendental applications, successive integration. Prerequisite, Differential Calculus.

PHYSICAL EDUCATION

1-2 PHYSICAL EDUCATION (Men)—Two semester hours of credit—Three hours each week, throughout the year. The course includes general body-building exercises, gymnastic and athletic games, and competitive sports, with advanced elective activities for the physically superior groups. Required of Freshmen.

3-4. PHYSICAL EDUCATION (Women).—Two semester hours of credit, three hours each week, throughout the year. The course includes calisthenics, basket ball, tennis, swimming, recreative games, folk and aesthetic dancing, personal hygiene. Required of Freshmen.

5-6. ADVANCED PHYSICAL EDUCATION (Men)—Two semester hours of credit, three hours each week, throughout the year. A continuation of courses one and two. Required of Sophomores.

7-8. ADVANCED PHYSICAL EDUCATION (Women).—Two semester hours of credit, three hours each week, throughout the year. A Continuation of courses three and four. Required of Sophomores.

PSYCHOLOGY

1. GENERAL PSYCHOLOGY—Three semester hours of credit, three hours a week, first semester. Lectures and recitations. This is an introductory course and fundamental to all subsequent courses in the department. Open to Freshmen.

2. EDUCATIONAL PSYCHOLOGY—Three semester hours of credit, three hours a week, second semester. Lectures, recitations and reports. The application of Psychology to the problems of education. Prerequisite, Psychology 1. Not open to Freshmen.

SOCIOLOGY

1. PRINCIPLES OF SOCIOLOGY—Three semester hours of credit, three hours a week, first semester. A study of the fundamental ideas and principles of Sociology. Recitations, assigned reading, lectures, reports. Not open to Freshmen.

SPANISH

1-2. ELEMENTARY SPANISH—Six semester hours of credit. Three recitations a week throughout the year. Grammar, reading and writing of easy Spanish.

3-4. SECOND YEAR SPANISH—Three semester hours of credit. Three hours a week, throughout the year. Reading, conversation, grammar. Prerequisite, two years of high school Spanish or one year of College Spanish.

ZOOLOGY

1. GENERAL ZOOLOGY—Four semester hours of credit, first semester. Two lectures or recitations and two, three-hour laboratory periods each week. A detailed study will be made of the properties and activities of protoplasm; of the principles of cell structure and physiology as the basis of living organisms. A comprehensive study of invertebrates as to classification, structure, physiology, life habits and inter-relationships.

2. GENERAL ZOOLOGY—A continuation of course 1. Four semester hours of credit, second semester. Two lectures or recitations and two, three-hour laboratory periods each week. A detailed study of the vertebrates, showing their structures, physiology and relationships. Special emphasis on such subjects as environment, reproduction, heredity, geographic distribution and animal adaptations. Prerequisite, Course 1 or its equivalent.

OTHER DEPARTMENTS OF THE Y. M. C. A. SCHOOLS

THE SCHOOL OF COMMERCE AND FINANCE—A four year college course leading to the Bachelor of Commercial Science degree and preparing for the C. P. A. examination. Two evenings a week. Also many special courses in Salesmanship, Advertising, Public Speaking, Commercial Art, Fine Art, etc.

THE SCHOOL OF LAW—A four-year course of college grade preparing for the Bar Examination and granting the LL. B. Degree to those students who have two years Liberal Arts training as a prerequisite. A limited number of students with only the High School diploma are enrolled as special students with the permission of the Dean of the School. Two evenings a week.

THE EVENING COLLEGE OF LIBERAL ARTS

Large number of unit courses. In co-operation with Hiram and Thiel Colleges. Five evenings a week.

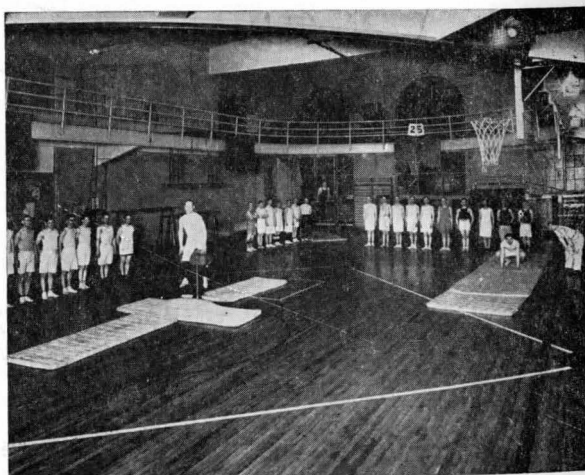
THE HIGH SCHOOL—Complete four-year course. Academic, Scientific, Commercial and Technical. Member North Central Association of Colleges and Secondary Schools. Diploma accepted by all colleges. Three evenings a week.

THE BUSINESS SCHOOL—Day and Evening classes the year round. Complete Bookkeeping and Secretarial Courses. Equipment up-to-date. Courses prepare for high grade office positions. Wholesome environment. Individual instruction. Two or three evenings a week, or five days a week.

THE TECHNICAL SCHOOL—Courses in Mechanical and Building Drawing, Blue Print Reading, Shop Mathematics, Building Estimating. Intensely practical. Individual Instruction. Open to students with Elementary School training. Two or three evenings a week.

THE TRADE SCHOOL—Complete Automobile Mechanics. Also includes Ignition and Battery work. Open to Elementary School graduates. Prepares directly for well-paid trade. School endorsed by Youngstown Automobile Dealers' Association. Three evenings a week or five days a week.

THE ELEMENTARY SCHOOL—Fifth to Eighth grades inclusive. Prepares for High School. Individual instruction allows students to advance as rapidly as they are able. Three evenings a week.



Gymnasium Class

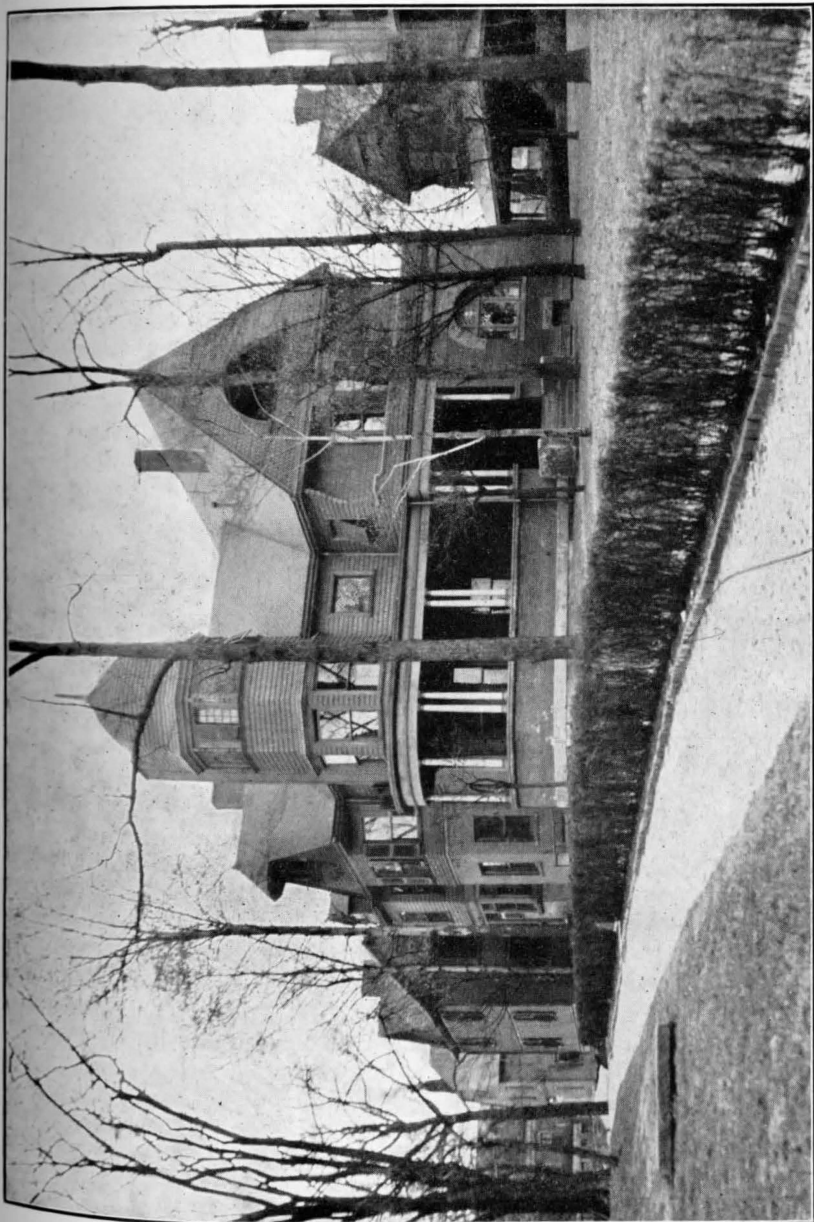
The Youngstown Institute of Technology

ANNUAL CATALOG
of the
Youngstown School of Law

1927 - 1928
Seventeenth Year

CO-EDUCATIONAL

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410 Wick Avenue, - - - - Youngstown, Ohio



Home of the Youngstown School of Law

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ADMINISTRATIVE STAFF

Homer L. Nearpass, Director of Education, The Youngstown Institute of Technology, A. B., Western Reserve University, 1905; School of Education, University of Wisconsin, Summer of 1910; School of Education, University of Minnesota, Summers of 1913, 1914, 1915 and 1916; A. M., Teachers College, Columbia University, 1923.

Raymond A. Witchey, Assistant Educational Director and Registrar. A. B. Bucknell University, 1919; Youngstown Y. M. C. A. College of Commerce and Finance, 1921-1923; Ohio State University, Summer, 1927.

Freda R. Flint, Director of Educational Publicity.

Elsie Randle, Recorder.

THE FACULTY

- George H. Gessner, Dean. Judge Common Pleas Court, Mahoning County; Hiram College; LL. B., Western Reserve University.
- Henry C. Church, LL. B., Western Reserve University; Baldwin University, 1913.
- Knowles Wyatt, B. S., Muskingum College, 1912; Columbia University, Summer 1915; University of Chicago, Summers 1916, 1917; LL. B., Youngstown School of Law, 1923.
- H. Herschell Hunt, Wooster College, Summers 1914 and 1916; Ohio Northern University, Summer 1917; Bradley Polytechnic Institute, Summer 1919; University of Chicago, Summer 1920. LL. B., Youngstown School of Law, 1923.
- Harry P. McCoy, Wooster College, four years, from 1902 to 1910; LL. B., Youngstown School of Law, 1920.
- Carl Armstrong, B. S., Ohio Northern, 1904; LL. B., Ohio Northern University, 1906.
- Donald B. Lynn, A. B., Harvard, 1913; LL. B., Harvard, 1916.
- Erskine M. Maiden, Jr., A. B., Harvard, 1913; Harvard Law School, 1913-1915.
- Clifford M. Woodside, Probate Judge, Mahoning County; LL. B., Ohio State, 1914.
- William T. Swanton, LL. B., Cornell University, 1919.
- Jesse H. Leighninger, A. B., Lafayette College, 1911; LL. B., Western Reserve University, 1914.

COLLEGE CALENDAR

1927-1928

FALL QUARTER, 1927

- Major subjects begin September 27, 1927, end December 16, 1927.
- One-half majors begin September 27, 1927, end November 4, 1927.
- One-half majors begin November 8, 1927, end December 16, 1927.

WINTER QUARTER, 1927

- Major subjects begin December 27, 1927, end March 16, 1928.
- One-half majors begin December 27, 1927, end February 3, 1928.
- One-half majors begin February 7, 1928, end March 16, 1928.

SPRING QUARTER, 1928

- Major subjects begin March 20, 1928, end June 8, 1928.
- One-half majors begin March 20, 1928, end April 27, 1928.
- One-half majors begin May 1, 1928, end June 8, 1928.

SUMMER QUARTER, 1928

- Opens July 3, 1928, ends September 21, 1928.

Classes meet Tuesday and Friday from 7:00 to 8:30 and 8:30 to 10:00 P. M.

LOCATION

March first, 1926, the Youngstown Institute of Technology moved into the old John C. Wick Mansion, 410 Wick Avenue, which property was purchased by the Young Men's Christian Association for this purpose. The site occupies a corner lot, with nearly two acres of ground, and the building is surrounded by shade trees of various kinds which makes it beautiful to look upon and a delightful place in which to study. Since the purchase of the building, \$15,000 has been spent in remodeling and equipping the place for schoolroom work. New heating and lighting systems were installed, science laboratories improved and many other changes made to adapt the building to school purposes. Wherever possible, however, the beautiful mirrors, hearths and other beauty spots were left untouched. A number of rooms are finished in mahogany and curly maple and were left intact. Altogether, there is a home-like atmosphere which contributes substantially to the spirit of the school.

CHRISTIAN EMPHASIS

The Youngstown Institute of Technology is conducted under the auspices of the Young Men's Christian Association and therefore places a Christian emphasis on all its work. While the school is open to students of all faiths and creeds, it seeks to foster Christian ideals rather than sectarian differences; it demands the exercise of self-reliance and responsibility in the student; opportunity is provided for the encouragement of a symmetrical moral and religious development. No attempt is ever made to influence or change a students' fundamental faith.

ATTENDANCE

All absences decrease the student's chances for passing the course. In case of unavoidable absence caused by illness, the student will be given an opportunity to turn in written work to cover the work missed. If the work is not made up in this manner, three per cent will be deducted from the student's grade for each absence. In case a student is absent from the same course five times during the semester, and the work is not made up as indicated above, he will be dropped from the class and a grade of "F" recorded. Three cases of tardiness count as one absence.

GRADING SYSTEM

The grading system is standard throughout the schools of college grade. Passing grades are indicated by the letters A, B, C, and D. A condition is indicated by the letter E. Failure by F. A report of grades and standing is given to each student at the close of each quarter.

WITHDRAWALS AND REFUNDS

A student compelled to withdraw on account of personal illness before the middle of the quarter will be refunded the unused portion of tuition upon written application to the Registrar of the school accompanied by a physician's certificate.

In case a student who is regularly employed during the day is sent out of the city permanently by his employer, a refund will be made of the unused portion of the tuition, provided a written statement is furnished to that effect by his employer.

No refunds will be granted in cases where the student voluntarily withdraws, or where the student has attended more than one-half the period for which payment has been made.

No application for refund will be considered unless presented in writing and unless made before the close of the period for which the tuition was paid. When refund is granted the student will be charged ten dollars for registration and a pro rata amount for the instruction he has received.

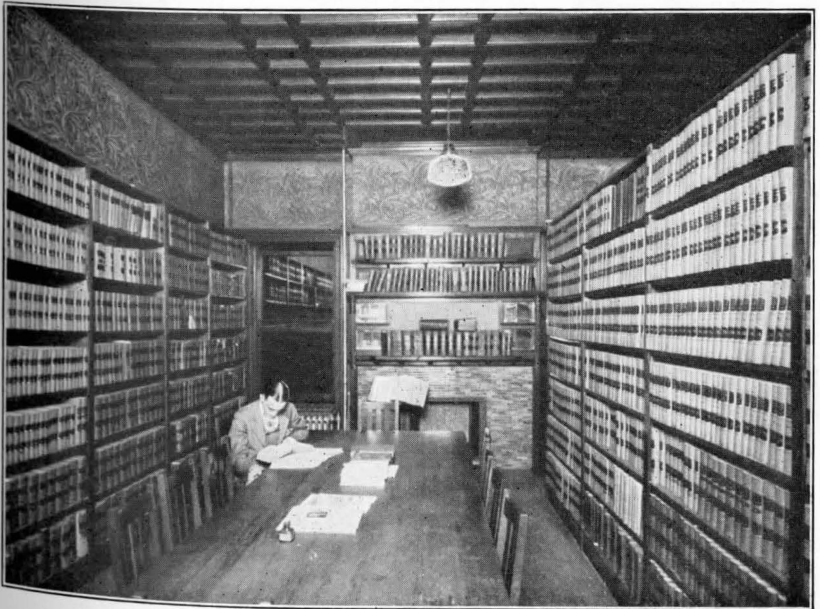
Tuition not refunded or used may be applied on subsequent courses pursued in the school, provided such courses are undertaken within one year from date of withdrawal of the student.

TEXT BOOK AND SUPPLIES

Text books and supplies may be purchased at the school book store on the main floor of the Education Building, 410 Wick Avenue.

REGISTRATION

Students may register at the office on the main floor of the Education Building between the hours of 8:30 A. M. and 9:30 P. M. with the exception of Saturdays, when the office is closed at 4:00 P. M. Applications for admission should be made at least one week before the opening date in order that the details of registration may be completed and the service to students facilitated. Students enrolling in the School of Law must file a statement of high school and college credits at the time of registration. No cash discount is allowed to students enrolling after the opening night.



Library Facilities

The Law School maintains a Law Library of over five thousand volumes which is constantly kept up to date, as new volumes are added monthly.

EMPLOYMENT SERVICE

The Young Men's Christian Association maintains a free employment bureau for the benefit of its members and students of The Youngstown Institute of Technology. Business men of the city call the Employment department for all kinds of help and the Employment Secretary has helped many of our students to splendid positions. The fact that our work is done in the evening, makes these positions available to any of our students who are equipped to fill them.

CO-EDUCATIONAL

Both men and women are admitted to the School of Law.

ROOMING AND BOARDING FACILITIES

The Youngstown School of Law is located about three blocks from the main Y. M. C. A Building on Champion Street and about one block from the Young Women's Christian Association. This makes it convenient for the young men and young women who come from out of town. Both the Y. M. C. A and the Y. W. C. A. maintain cafeterias which are open to the public at very reasonable rates.



Student Council, 1926-1927

The Student Council is composed of a group of men and women elected by the students and representing all Collegiate Departments of the Youngstown Institute of Technology. It is the purpose of this body to aid the Administration in promoting student activities, to develop school spirit and to secure the highest type of coöperation between the student body and school officials.

PHYSICAL PRIVILEGES

All men of the Youngstown Institute of Technology are entitled to the use of the Y. M. C. A. Gymnasium and Swimming Pool free of charge, as long as they are students in the school.

HISTORICAL SKETCH

Back in 1908 The Youngstown School of Law had its inception in a class in Commercial Law composed of about nine men.

In 1910 classes were started to prepare men for the bar examination. In 1920 the State of Ohio gave the school the right to grant the Bachelor of Laws degree. During the school year 1920-1921, Judge George H. Gessner became Dean and has guided the destinies of the school ever since. In 1924, about three thousand volumes were added to the Library. In September, 1925, the entrance requirements were raised so that two years of Liberal Arts are now required for entrance before the degree of LL. B. will be granted. So far as is known, the Youngstown School of Law is the only night Law School in the United States with such high requirements.

The graduates of the Youngstown School of Law have been unusually successful in passing the bar examination. Within the last few years this school has had among its graduates the student who received the highest grade in the State of Ohio at the Bar Examination, the oldest and the youngest man in the State to pass the bar examination, and a man totally blind. The school has had a long and enviable record of success and bids fair to become an even greater institution for legal training.

PURPOSE

The Youngstown School of Law, a department of the Youngstown Institute of Technology, was organized for the purpose of affording a sound legal training for students who desire to enter the profession of Law. The training is thorough, systematic and standardized. The faculty is composed of practical attorneys whose educational qualifications make them successful instructors.

OBJECTIVES AND METHODS OF INSTRUCTION

The law instruction of the Youngstown School of Law has the following objectives:

- (1) Familiarizing the student with the history of our laws and institutions.
- (2) Studying of various laws and the reasons for their existence.
- (3) Applying the rules and principles to actual cases.

Development of the ability of legal reasoning is emphasized. The method of instruction is the case method. Selected cases that have actually been decided are used as texts. Thus, from an analytical study of each case the student determines the operative facts, and the rule of law upon which the decision has been based, and finds the governing principles of law by the inductive method of reasoning.

By such process the student learns to discriminate between the material and immaterial; to weigh and estimate relative legal values; to discover fallacies in reasoning and to express his own conclusions clearly and concisely.

THE QUARTER SYSTEM

The School of Law operates on the quarter plan. The quarters are designated as Summer, Fall, Winter and Spring quarters, which open and close on the dates indicated on the calendar. Freshmen will be enrolled only during the Fall quarter unless other arrangements are made with the faculty. Four quarters will constitute the year's work.

REQUIREMENTS FOR ADMISSION

Regular Students

1. Persons having a good moral character and presenting satisfactory evidence of having successfully completed two years of college work, or such work as would be accepted for admission to the third or junior year in a college of Liberal Arts of the North Central Association of Colleges and Secondary Schools, may be admitted as regular students and will be candidates for the degree LL. B.

Special Students

2. A limited number of persons who possess less than the amount of credit required for the law degree may be admitted as special students. No person can, however, be admitted as a special student without first securing the approval of the Dean.

Advanced Standing

3. Credit may be granted, subject to the discretion of the faculty, for work done in other Law Schools of approved standing. Certified evidence of such work must be furnished by the student.

NEW REQUIREMENTS FOR BAR EXAMINATION

After October 15, 1927, all persons registering for the Bar Examination must have completed at least two years of work in Liberal Arts. All students who have one year of Liberal Arts only must therefore register before October 15. They will be admitted as special students in the fall quarter.

MAKING UP LIBERAL ARTS REQUIREMENTS

Students lacking the two years Liberal Arts work now required for the degree, and which will be required for the Bar Examination after October 15, 1927, may take this work in the day or evening Liberal Arts College now operated under the direction of The Youngstown Institute of Technology.

DEGREES

In February, 1920 the State of Ohio, through the State Superintendent of Public Instruction, authorized The Youngstown School of Law to confer the degree of Bachelor of Laws upon those who successfully completed the course of study. All graduates will receive the degree of Bachelor of Laws and the certificate allowing them to participate in the State Bar Examinations, contingent upon approval of the faculty.

The subjects offered in the first year are to be taken before the student is permitted to elect any others and it is recommended by the faculty that the student follow the subjects outlined in the course of study.

A total of 1,080 hours credit is required for graduation.

SCHOLARSHIPS, PRIZES AND AWARDS

1. Students of the Youngstown School of Law have frequently stood high in the averages of the Ohio Bar Examinations and in order to encourage efforts in this direction the school offers a prize of \$100.00 in gold to the student who after completing the full four years' course, secures the highest grade among all applicants at any Ohio Bar Examination. This prize was won in 1924 by Mr. Charles I. Schermer, who ranked first among the 332 persons who took the December Bar Examination.

2. A Scholarship providing three-quarters tuition (value \$90.00) will be awarded annually to the student of the First Year Class who completes the first year with the highest grades. This scholarship may be applied on the second or any succeeding year's tuition.

3. Two Scholarships providing a credit of \$25.00 each on tuition for the succeeding years will be awarded annually to the students in the second and third years, respectively, who receive the highest grades in these respective classes.

4. A prize in the form of a three volume set of "Select Essays in Anglo-American Legal History" (given by Little, Brown & Co., Boston, Mass.), is awarded annually to the fourth year student who received the highest grade in Law 16 and 17, History and Jurisprudence, Part I and Part II.

5. A prize in the form of a three volume set of "Tiffany on Real Property" (given by Callaghan & Co., Chicago, Ill.), is awarded annually to the student who receives the highest grade in "Real Property".

6. Three prizes in the form of copies of "New Recompiled Desk Book" (given by the Lawyers' Coöperative Publishing Co., Rochester, New York), are awarded to the three students of the fourth year who receive the three highest grades in Law 30, "Pleading and Practice".

7. Three prizes in the form of copies of "Foster's Legal Search Book" (given by the Lawyers' Coöperative Publishing Co., Rochester, New York), are awarded annually to the three students of the first year class who receive the three highest grades in Law 1, "Introductory and Elementary Law".

8. A prize in the form of a copy of "Swan's Treatise" (given by the W. H. Anderson Co., Cincinnati, Ohio), is awarded annually to the student in the first year class who receives the highest grade in Law 4, "Contracts".

9. A prize in the form of a set of "Corpus Juris", (given by the American Law Book Company, Brooklyn, New York), is awarded annually to the student who receives the highest grade in "Brief Making and the Use of Law Books" which is limited to Juniors and Seniors only.

FEES

Tuition, each quarter, \$34.00.

If the amount of the initial payment is \$25.00 or more, 10% of this amount will be deducted from the price of this course. Positively no cash discount allowed after opening night, each quarter.

A fee of \$5.00 will be charged for conferring the LL. B. degree.

No extra charge will be made for library, registration, or membership in the Y. M. C. A.

OUTLINE OF COURSES

First year (288 Hours)

Legal Liability	36	Hours
Torts	54	"
Contracts	54	"
Agency	36	"
Common Law Pleading	18	"
Personal Property	18	"
Criminal Law	36	"
Domestic Relations	36	"

Second Year (288 Hours)

Real Property	108	Hours
Quasi Contracts	36	"
Negotiable Instruments	36	"
Sales	18	"
Bailments and Carriers	18	"
Private Corporations	36	"
Municipal Corporations	36	"

Third Year (288 Hours)

Insurance	18	Hours
Bankruptcy	18	"
Equity	72	"
Evidence	54	"
Mortgages	18	"
Damages	36	"
Trusts	36	"
Wills	36	"

Fourth Year (216 Hours)

Partnership	18	Hours
Suretyship	18	"
Pleading and Practice	54	"
Legal Ethics	18	"
Jurisprudence	72	"
Conflict of Laws	18	"
Brief Making	18	"

NOTE: All subjects outlined above are required for graduation.

SCHEDULE OF CLASSES

Tuesday and Friday

Fall Quarter 1927

September 27 to December 16

Year	7:00-8:30 P. M.	8:30 to 10:00 P. M.
1.	Legal Liability	Contracts I
2.	Real Property I	Quasi Contracts
3.	Insurance ($\frac{1}{2}$) Bankruptcy ($\frac{1}{2}$)	Equity I
4.	Pleading and Practice I	Partnership ($\frac{1}{2}$) Suretyship ($\frac{1}{2}$)

Winter Quarter 1927

December 27 to March 16

Year	7:00-8:30 P. M.	8:30 to 10:00 P. M.
1.	Torts I	Contracts II ($\frac{1}{2}$) Common Law Pleading ($\frac{1}{2}$)
2.	Real Property II	Negotiable Instruments
3.	Evidence I	Equity II
4.	Pleading and Practice II ($\frac{1}{2}$) Legal Ethics ($\frac{1}{2}$)	Jurisprudence I

Spring Quarter, 1928

March 20 to June 8

Year	7:00-8:30 P. M.	8:30 to 10:00 P. M.
1.	Torts II ($\frac{1}{2}$) Personal Property ($\frac{1}{2}$)	Agency
2.	Real Property III	Sales ($\frac{1}{2}$) Bailments and Carriers ($\frac{1}{2}$) Trusts
3.	Evidence II ($\frac{1}{2}$) Mortgages ($\frac{1}{2}$)	Brief Making ($\frac{1}{2}$) Conflict of Laws ($\frac{1}{2}$)
4.	Jurisprudence II	

Summer Quarter, 1928

July 3 to September 21

Year		
1.	Criminal Law	Domestic Relations
2.	Private Corporations	Municipal Corporations
3.	Damages	Wills

(Schedule for Summer Quarter to be arranged)

NOTE: ($\frac{1}{2}$) indicates six weeks' work, or $\frac{1}{2}$ major.

DESCRIPTION OF COURSES

1. LEGAL LIABILITY—The object of this course is to do three things: (1) Give the student a view of the Law as a system; (2) Teach sufficient of Pleading and Practice that the student may understand a case and the points actually decided; (3) Teach thoroughly certain principles of Law that are common to torts and crimes. Experience has demonstrated that such a course is both pedagogically sound and practically necessary. 1 Mjr. Beale's Cases on Legal Liability.

2. TORTS—This course calls the attention of the student sharply to the "tripartite division of torts," to-wit (1) the damage element; (2)

the causation element; and (3) the excuse element (justification, privilege). It is submitted that this classification is the most natural of any that has been made. The whole field of tort is studied in this manner. 1½ Mjr. Ames and Smith's Cases (Pound's Edition).

3. CRIMINAL LAW—Sources of Criminal Law; the mental element in crime, locality in crime; parties in crime; criminal liability; generally and in special cases; crimes at common law; crimes statutory; and criminal procedure. 1 Mjr. Derby's Cases.

4. CONTRACTS—Places of Contract in our law; essentials of a valid contract; void, voidable, and unenforceable contract; offer and acceptance; Statute of frauds; consideration; capacity to contract; mistake, mis-representation, fraud, duress, and undue influence; legality of object; contracts for benefit of third persons; assignment in the law of contract; impossibility as affecting contracts; breach of contract and its legal effect; and discharge of contract. 1½ Mjr. Huffcut and Woodruff's Cases on Contract.

5. DOMESTIC RELATIONS—Statutes and Cases, embracing the law of marriage, divorce and alimony; property and contract rights of husband and wife; antenuptial and postnuptial agreements; actions by one spouse against the other; parent and child; guardian and ward; rights and liabilities of infants; and care, custody and control of infants. 1 Mjr. Long's Cases on Domestic Relations.

6. AGENCY—Distinction between law of principal and agent, and law of master and servant; formation of relation of principal and agent; (1) by agreement, (2) by ratification, (3) by estoppel and (4) by necessity; termination of the relation; (1) by act of the parties and (2) by operation of law; irrevocable agencies; obligations and duties of agent; torts and frauds of agents; admission and notice; contracts made by agent on behalf of his principal, and torts between agent and third parties. 1 Mjr. Goddard's Cases on Agency.

7. PERSONAL PROPERTY—Distinction between real and personal property, gift, bailment, pledge, fixtures. ½ Mjr. Bigelow's Cases on Personal Property; Aigler's Cases on Titles.

8.—REAL PROPERTY I—Introduction to the law of real property; the feudal system, theory or estates, non-possessory interests in land, joint ownership, disseisin, history of uses. Rights incidental to possession, including water; rights in the land of another, including profits, easements and licenses. 1 Mjr. Bigelow's Cases on Rights in Land.

9. REAL PROPERTY II—Covenants running with the land, including enforcement at law or in equity and between landlord and tenant and fee owners; rents; waste; public rights in streams and highways. 1 Mjr. Aigler's Cases in Titles.

10. REAL PROPERTY III—Future Interests in Land—Future Interests; conditions, reversions, remainders and conditional limitations; Rule in Shelley's Case; Future interests in personalty; powers, Rule against perpetuities. 1 Mjr. Kale's Cases on Future Interest.

11. REAL PROPERTY IV—(Wills and Administration) Testamentary capacity; dispositions in contemplation of death; execution, revocation, republication, and revival of wills; descent; liability of heirs for debt; probate and administration; title and powers of executors and administrators; payment of debts, legacies and distributive shares. 1 Mjr. Costigan, Cases on Wills.

12. NEGOTIABLE INSTRUMENTS—Drawing forms of negotiable paper, forms and formal requisites; acceptance, transfer, and extinguishment; obligation of parties; effect of delay and diligence; bills of

exchange; notice and protest; forgery and alteration. Special attention is given to the uniform negotiable instrument of Law. Many Ohio decisions are cited and commented upon. 1 Mjr. Moore's Cases on Bills and Notes, Norton on Bills and Notes.

13. SALES—Subject Matter of sale, executory and executed sales, stoppage in transitu, fraud, warranties and remedies for breach of warranties, statute of frauds. $\frac{1}{2}$ Mjr. Woodward's Cases on Sales.

14. BAILMENTS AND CARRIERS—Different forms of bailments; rights and liabilities of bailor and bailee to each other, and to third persons; common carriers; federal and state regulation and control of carriers and the latest federal and state Statutes. $\frac{1}{2}$ Mjr. Goddard's Cases on Bailments and Carriers.

15. PRIVATE CORPORATIONS—History and general principles; Creation, organization and citizenship; defacto corporations, the charter, franchise and privileges, powers, doctrine of ultra vires, torts and crimes; capital stock, stock subscriptions, rights of membership, voting trusts, transfer of shares, management; liability of stockholders; insolvency and dissolution. 1 Mjr. Elliot and Wormser's Cases on Private Corporations.

16. EQUITY—This course consists of two parts. Equity I embraces the origin, history, general principles and scope of equity jurisprudence. Equity II deals with maxims and special heads of equity jurisprudence, such as trusts, recessions, reformation and cancellation; specific performance; injunctions and receivers; estoppel; election; subrogations, mortgages and decedents' estates. The conclusion of this course consists of a study of equitable remedies. 2 Mjr. Boke's Cases on Equity Jurisprudence Keigwin's Cases on Equity.

17. EVIDENCE—We believe that the law of Evidence contains clear and ascertainable reasons for the admission or exclusion of proffered evidence, and we aim to show these reasons in connection with the subject in such a manner as to make the course both logical and profitable. Once the reason for a rule is understood, its memory and application are comparatively easy. In addition to the usual course, we give careful attention to the offer of evidence; the object to evidence; the ruling of evidence; exceptions to such rulings, and the building of a record for error or appeal proceedings. $1\frac{1}{2}$ Mjr. Hinton's Cases on Evidence.

18. MORTGAGES—Lectures and Durfee's Cases, embracing legal and equitable mortgages, grant of title by absolute deed, conditional sales and the reservation of title, the elements of the mortgage, mortgages on after acquired property, the position of mortgages as to the title and the possession, position of mortgagor as to ownership and the right of redemption and the transfer of the interest by the mortgagor and mortgagee. $\frac{1}{2}$ Mjr. Durfee's Cases on Mortgages.

19. TRUSTS—Lectures and Scott's Cases, embracing voluntary trusts, language and formalities necessary to the creation of a trust, resulting trusts, oral trusts, constructive trusts, executed and executory trusts, nature of cestui que trusts, interests in trust property, and interests of trustees. 1 Mjr. Scott's Cases on Trusts.

20. INSURANCE—Fire, life, and accident insurance, with respect to: insurable interests; concealment; misrepresentation; warranties; other causes of invalidity of contract; amount of recovery; subrogation; conditions; waiver; estoppel, election and powers of agents; assignees and beneficiaries. $\frac{1}{2}$ Mjr. Vance, Cases on Insurance.

21. MUNICIPAL CORPORATIONS—Creation, control, alteration, and dissolution of municipal corporations; their charters, proceedings, officers, and agents; their powers and liabilities; taxation and indebtedness. $\frac{1}{2}$ Mjr. Macey's Cases on Municipal Corporations.

22. **QUASI-CONTRACTS**—Nature of obligation; restitution at law for benefits conferred under mistake of fact or mistake of law; benefits conferred in mis-reliance upon contract invalid, illegal, unenforceable, or impossible of performance; benefits conferred through intervention in another's affairs; benefits conferred under constraint; restitution as alternative remedy for breach of contract and for tort. 1 Mjr. Thurston, Cases on Quasi-Contract.

23. **DAMAGES**—Exemplary, liquidated, nominal, direct and consequential damages; avoidable consequences; counsel fees; certainty; compensation; physical and mental suffering; aggravation and mitigation; value; interest; special rules in certain actions of torts and contract. 1 Mjr. Mechem and Gilbert, Cases on Damages.

24.—**JURISPRUDENCE (PART I)**—The increasing importance of sound and wide learning in the law, the multiplication of law books, and the infinite number of reported cases, have combined to make more needful than ever before a thorough knowledge of legal principles. A capable lawyer knows not only what is the law generally, but also its philosophy and history. We aim measurably to enable the student to attain this end by offering a critical study of the following: (1) the history of the law; (2) the juristic basis of the leading principles of the law; (3) the form in which these principles first appeared and the reasons for their appearance; (4) the changes and modifications they have undergone; (5) the causes of their death or survival and (6) the Constitution of England and the United States. 1 Mjr. Part I. Pound's Readings on the History and Systems of the Common Law. Jenk's Short History of the English Law and Pollock's First Book of Jurisprudence. Salmond's Jurisprudence, Macy's Constitutional History of England.

25. **JURISPRUDENCE (PART II)**—Constitutional History and Law of the United States, Langdon Lectures on the Constitutional History of the United States, Ames' State Documents Illustrative of Federal Relations, Warren's History of the American Bar, Hall's Cases on Constitutional Law. 1 Mjr.

26. **BRIEF MAKING AND USE OF LAW BOOKS**—Use of Digests, Annotated Cases, Statutes and Session Laws; Exercises in Brief Making, Oral Arguments, etc. Lectures and Exercises. ½ Mjr.

27. **CONFLICT OF LAWS**—The legal principles governing the application of laws of different jurisdictions to cause of actions arising in one jurisdiction and enforced in another. Judgments; obligations; personal rights; property rights; and a general outline of the subject. ½ Mjr. Beale's Cases on the Conflict of Laws.

28. **PARTNERSHIP**—The creation of Partnership; the purpose for which a partnership may be formed; the advantages and disadvantages of a partnership; the incidents of partnership; the rights and duties of partners toward each other; partnership property and the interest of a partner therein; of actions by and against the firm, dissolution, application of partnership assets; final accounting; limited partnerships and partnership associations. ½ Mjr. Mechem's Cases on Partnership.

29. **SURETYSHIP**—Guaranty and Suretyship defined and distinguished; application of the Statute of Frauds; commercial guarantee bonds to secure private obligations; bonds of public officers; Subrogation, contribution, and indemnity; Suretyship defenses. ½ Mjr. Wilson's Cases on Suretyship.

30. **PLEADING AND PRACTICE**—This is a thorough and extensive course and prepares the student to state accurately and concisely a cause of action or defense. Moreover, the course affords a general review of most of the substantive law preceding. Particular attention is given to

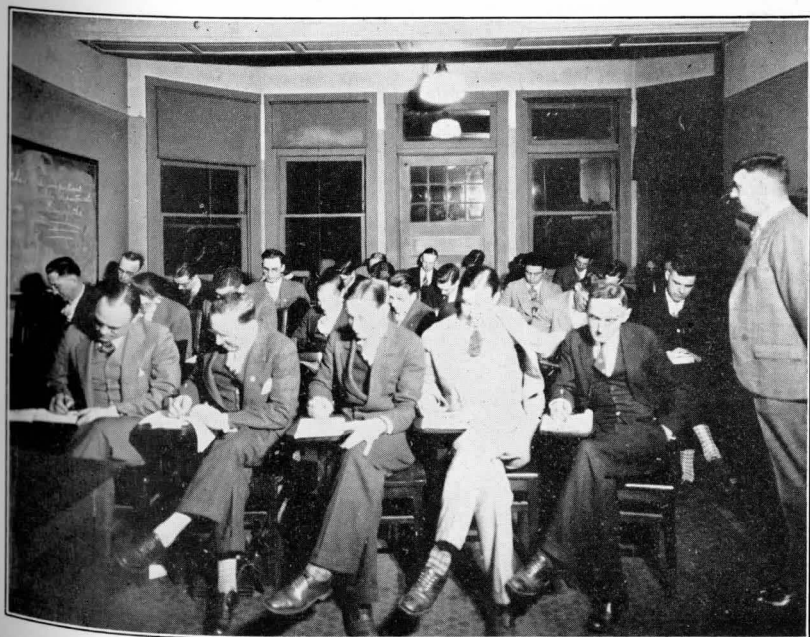
forms of action and the declaration at common law. This is followed by a history of procedure and a careful study of the codes as exemplified by the statutes of New York and Ohio. These codes are illustrated and clarified by the study of many cases. We endeavor to make the course sound in theory and sufficiently practical to enable one leaving us to feel at home in the office or the court room. To this end considerable attention is directed to the conduct of trials from the issuing of summons to the ending of a case in an appellate court. 1½ Mjr. Scott on Civil Procedure; Sunderland's Trial Practice and Cases on Code Pleading.

31. **BANKRUPTCY**—A study of the national bankruptcy act and its construction; who may be a bankrupt; who may be a petitioning creditor; acts of bankruptcy; provable claims; exemption and discharge. ½ Mjr. Holbrook & Agler, Cases on Bankruptcy.

32. **LEGAL ETHICS**—A lawyer's place in society is peculiar in that he represents himself, the courts, his clients, and the public. He should be of high attainments in learning and of unimpeachable professional conduct. The course in ethics comprehends his representative capacity and his duties and obligations, and is pursued in lectures, assigned readings, problems and the study of cases. ½ Mjr. Costigan's Cases on Legal Ethics.

33. **COMMON LAW PLEADING**—Venue, appearance, forms of actions, parties, pleading trial, motions and judgments as they were known and understood at common law. ½ Mjr. Scott's Cases on Civil Procedure.

34. **THE QUIZ COURSE**: A thorough review of those subjects which are necessary for the Bar Examination is given in this course.



Law School Class

OTHER DEPARTMENTS OF THE Y. M. C. A. SCHOOLS

THE SCHOOL OF COMMERCE AND FINANCE: A four year college course leading to the Bachelor of Commercial Science degree and preparing for the C. P. A. examination. Two evenings a week. Also many special courses in Salesmanship, Advertising, Public Speaking, Commercial Art, Fine Art, etc.

THE SCHOOL OF LIBERAL ARTS: Provides at least two years, and in some cases, three years of college work. Enables high school graduates to take work at home while they are employed during the day. Complete college course also provided for those who can devote all of their time to the work. Enables teachers to work off educational requirements for teaching or to work toward a degree. Credits accepted by all leading colleges and universities. Day and evening work.

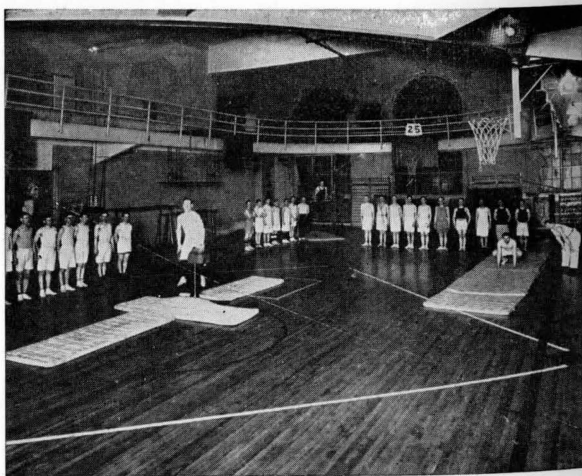
THE HIGH SCHOOL: Complete four-year course. Academic, Scientific, Commercial and Technical. Member North Central Association of Colleges and Secondary Schools. Diploma accepted by all colleges. Three evenings a week.

THE BUSINESS SCHOOL: Day and Evening classes the year round. Complete Bookkeeping and Secretarial Courses. Equipment up-to-date. Courses prepare for high grade office positions. Wholesome environment. Individual instruction. Two or three evenings a week, or five days a week.

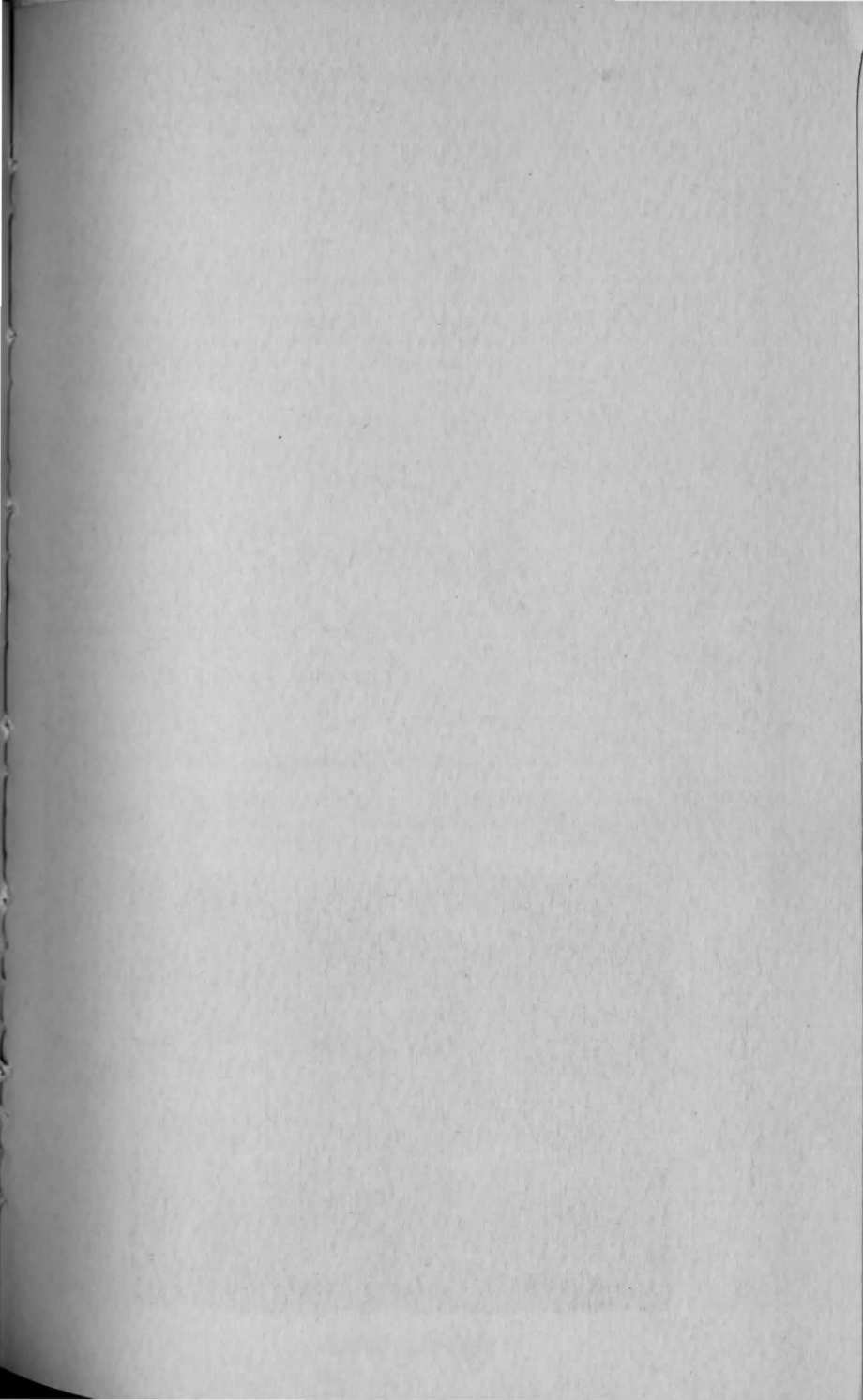
THE TECHNICAL SCHOOL: Courses in Mechanical and Building Drawing, Blue Print Reading, Shop Mathematics, Building Estimating. Intensely practical. Individual Instruction. Open to students with Elementary School training. Two or three evenings a week.

THE TRADE SCHOOL: Complete Automobile Mechanics. Also includes Ignition and Battery work. Open to Elementary School graduates. Prepares directly for well-paid trade. School endorsed by Youngstown Automobile Dealers' Association. Three evenings a week or five days a week.

THE ELEMENTARY SCHOOL: Fifth to Eighth grades inclusive. Prepares for High School. Individual instruction allows students to advance as rapidly as they are able. Three evenings a week.



Gymnasium Class



200-0
folded

The Youngstown Institute of Technology

ANNUAL CATALOG

College of Liberal Arts

EVENING COURSES

1927--1928

Seventh Year

Co-educational

Offices and Classrooms

~~Y. M. C. A. Educational Building~~—410 Wick Avenue
Youngstown, Ohio 6



Home of the College of Liberal Arts

ADMINISTRATIVE STAFF

Homer L. Nearpass, Director of Education, The Youngstown Institute of Technology, A. B., Western Reserve University, 1905; School of Education, University of Wisconsin, Summer of 1910; School of Education, University of Minnesota, Summers of 1913, 1914, 1915 and 1916; A. M., Teachers' College, Columbia University, 1923.

Raymond A. Witchey, Assistant Educational Director and Registrar, A. B., Bucknell University, 1919; Youngstown Y. M. C. A. College of Commerce and Finance, 1921-1923; Ohio State University, Summer, 1927.

Freda R. Flint, Director of Educational Publicity.
Elsie Randle, Recorder.

THE FACULTY

Joseph Earle Smith, Dean and Professor of Social Science, Rhodes Scholar, Oxford, England, 1908-1911; B. A., Oxon, 1911; A. M., University of Nebraska, 1914; University of Chicago, Summers of 1915, 1916, 1917, 1919, 1921, 1924. (Hiram College).

Lee Edwin Cannon, Professor of Modern Languages, A. B., Eureka College, 1906; A. M., University of Wisconsin, 1909; University of Leipsic and University of Geneva, 1906-1907; University of Wisconsin, 1908, 1909, 1910, 1911, 1912, 1917; Harvard University, 1912, 1913; University of Chicago, Summers of 1916, 1919, 1920, 1921. (Hiram College).

Ernest G. Walker, Professor of Psychology and Education, A. B., Indiana University, 1907; A. M., University of Chicago, 1915. (Hiram)

Nathan Warren Harter, Professor of Mathematics, A. B., Wittenberg College, 1908; A. M., Wittenberg College, 1909; (Thiel College).

Charles Winston Saunders, Professor of Chemistry, B. S., Missouri, 1907; M. Sc., Chicago, 1911; Ph. D., Chicago, 1925 (Thiel College).

Calvin Fisher Fentley, Professor of Biology, A. B., Lebanon Valley College, 1924; M. Sc., University of Pittsburgh, 1926. (Thiel College).

Signe I. Swenson, Professor of Public Speaking; A. B., Thiel College, 1918; B. E., Columbia College of Expression, Chicago, 1919; A. M., Columbia University, 1926. (Thiel).

FOREWORD

In September, 1921, the first Liberal Arts course ever offered in Youngstown was established as a part of the work of the Youngstown Institute of Technology. Three teachers from Hiram and Thiel, neighboring colleges, constituted the first faculty. The work was offered to accommodate local teachers who needed credits towards degrees or certificates. For six years these late afternoon and evening classes have grown in popular favor until last year two hundred and thirteen were enrolled. By varying the courses from year to year a total of forty-nine courses have been offered during the past three years.

The college of Liberal Arts is located at 410 Wick Avenue, Youngstown, Ohio. The old John C. Wick mansion, a pretentious structure of twenty-seven rooms, was purchased by the Young Men's Christian Association in 1926. The site occupies a corner lot, with nearly two acres of ground, and the building is surrounded by shade trees of various kinds which makes it beautiful to look upon and a delightful place

in which to study. Since the purchase of the building, \$15,000 has been spent in remodeling and equipping the place for schoolroom work. New heating and lighting systems were installed, science laboratories improved and many other changes made to adapt the building to school purposes. Wherever possible, however, the beautiful mirrors, hearths and other beauty spots were left untouched. A number of rooms are finished in mahogany and curly maple and were left intact. Altogether, there is a home-like atmosphere which contributes substantially to the spirit of the school.

ATTENDANCE

All absences decrease the student's chances for passing the course. In cases of unavoidable absence caused by illness, the students will be given an opportunity to turn in written work to cover the work missed. If the work is not made up in this manner, three per cent will be deducted from the student's grade for each absence. In case a student is absent from the same course five times during the semester, and the work is not made up as indicated above, he will be dropped from the class and a grade of "F" recorded. Three cases of tardiness count as one absence.

GRADING SYSTEM

The grading system is standard throughout the schools of college grade. Passing grades are indicated by the letters A, B, C and D. A condition is indicated by the letter E. Failure by F. A report of grades is given to each student at the close of each semester.

WITHDRAWALS AND REFUNDS

A student compelled to withdraw on account of personal illness before the middle of the semester will be refunded the unused portion of tuition upon written application to the Registrar of the school accompanied by a physician's certificate.

No refunds will be granted in cases where the student voluntarily withdraws, or where the student has attended more than one-half the period for which payment has been made.

No application for refund will be considered unless presented in writing and unless made before the close of the period for which the tuition was paid. When refund is granted the student will be charged ten dollars for registration and a pro-rata amount for the instruction he has received.

Tuition not refunded or used may be applied on subsequent courses pursued in the school, provided such courses are undertaken within one year from the date of withdrawal of the student.

TEXT BOOKS AND SUPPLIES

Text books and supplies may be purchased at the school book store on the main floor of the Education Building, 410 Wick Ave.

REGISTRATION

Students may register at the office on the main floor of the Education Building between the hours of 8:30 A. M. and 9:30 P. M. with the exception of Saturdays, when the office is closed at 4:00 P. M. Applications for admission should be made at least one week before the opening date in order that the details of registration may be completed and the service to the students facilitated. Students enrolling in the College of Liberal Arts must file a statement of high school credits at the time of registration.

CO-EDUCATIONAL

Both men and women are admitted to the College of Liberal Arts.

LIBRARY FACILITIES

In addition to the library maintained in the building, the students have access to the Public Library located diagonally across the street from the school. This splendid library of one hundred and twenty-five thousand volumes offers unusual advantages for research and outside reading. Spacious study halls are also available. The library officials have always cooperated in a splendid way in serving the students.

ROOMING AND BOARDING FACILITIES

The College of Liberal Arts is located about three blocks from the main Y. M. C. A Building on Champion Street and about one block from the Young Women's Christian Association. This makes it convenient for young men and women who come from out of town. Both the Y. M. C. A. and the Y. W. C. A. maintain cafeterias which are open to the public at very reasonable rates.

STUDENT COUNCIL

The Student Council is composed of a group of men and women elected by the students and representing all Collegiate Departments of the Youngstown Institute of Technology. It is the purpose of this body to aid the Administration in promoting student activities, to develop school spirit and to secure the highest type of cooperation between the student body and school officials.

PHYSICAL PRIVILEGES

All men of the Y. M. C. A. Schools are entitled to the use of the Y. M. C. A. Gymnasium and Swimming Pool, free of charge, as long as they are students in the school.

REQUIREMENTS FOR ADMISSION

An applicant for admission to the College of Liberal Arts, Youngstown Institute of Technology, must be a graduate of a first grade high school, or an accredited secondary school, or must pass entrance examinations in high school subjects amounting to fifteen units through the State Department of Education at Columbus, Ohio, or Ohio State University.

TUITION FEES

(Per Semester)

3 Semester Hours.....	\$30.00
4 Semester Hours.....	\$35.00
6 Semester Hours.....	\$45.00
7 Semester Hours.....	\$50.00
9 Semester Hours.....	\$60.00
10-17 Semester Hours.....	\$75.00

SPECIAL FEES

Hiram and Thiel Colleges require a ~~small~~ ^{fee of \$1.00} fee for a transcript of credits when same are transferred to another college or university. *for*

Diploma fee, Title of Associate in Arts, \$5.00.

Laboratory fee in biology, \$5.00 each semester.

Laboratory fee in Chemistry, \$5.00 each semester.

Biology and Chemistry are counted as ~~four~~ ^{two} hour courses in reckoning tuition fees. *in this college,*

No extra fees are charged for registration, Y. M. C. A. membership or library.

BASIS OF CREDIT

The courses of study are identical with those given in the co-operating colleges, the same texts are used, and each course will command the same credit as if given in the classrooms at Hiram and Thiel.

Most of the courses in The School of Liberal Arts meets three hours each week and, therefore, command three semester hours of credit. Students working full time during the day are usually permitted to earn only twelve hours credit during the year.

The schedule given elsewhere in the catalog accurately describes the basis of credit.

Credits can also be secured through Y.S., which has established credit relations with other colleges through the State Univ.

COLLEGE CALENDAR—1927-1928

First Semester Begins Monday, September 26, 1927.

Second Semester Begins Monday, February 6, 1928.

SCHEDULE OF COURSES

Group 1—Education and Psychology

First Semester

Second Semester

- General Psychology
- Principles of Education
- Methods of Teaching

- Educational Psychology
- History of Education
- School Management

Group 2—English

- English Composition and Rhetoric
- Shakespeare
- Prose Fiction
- Public Speaking

- English Composition and Rhetoric
- Shakespeare
- Prose Fiction
- Public Speaking

Group 3—Language

- Elementary German
- Second Year Spanish
- Second Year French

- Elementary German
- Second Year Spanish
- Second Year French

Group 4—Mathematics

- College Algebra
- Analytical Geometry
- Differential Calculus

- Trigonometry
- Integral Calculus

Group 5—Natural Science

- Biology
- Chemistry

- Biology
- Chemistry

Group 6—Social Science

- United States History
- Economic Problems of Modern Life
- Economic Geography

- United States History
- Social Pathology
- History of Social Thought

DESCRIPTION OF COURSES

Group 1—Education and Psychology

- 21—General Psychology. 4:30-6:00 Tuesday and Friday. An introductory course to the general field of psychology. 3 hours a week, first semester.
- 22—Educational Psychology. 4:30-6:00 Tuesday and Friday.

Y.S., which has established credit relations with other colleges through the State Univ.

F

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the drama
Am. Lit.
Second Year German

the drama
Am. Lit.

Second Year German

Marketing
Financial Institutions
Pin. Econ.

Marketing
Fin. Inst.

Trade Unions + Labor Probl.