

# TEXAS CHRISTIAN UNIVERSITY

Fort Worth, Texas

## CATALOG of the Evening College 1941-1942

University Education in the Evening

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# Calendar

Session 1941-1942

## FALL SEMESTER

September 18 to January 24

September 11-18	Thursday—Thursday	Registration
September 18	Thursday 7:00 P. M.	General Assembly of all Evening College Students—T. C. U. Auditorium
	8:00 P. M.	First Meeting of All Monday and Tuesday Classes
	8:45 P. M.	First Meeting of all Wednesday, Thursday, Friday and Saturday Classes
October 3	Friday 8:00 P. M.	President's Reception
November 15	Saturday	Mid - Semester Examinations Close
November 20-23	Thursday—Sunday	Thanksgiving Holidays
December 20	Saturday	Christmas Holidays Begin
January 5	Monday	Classes Resumed after Holidays
January 19-24	Monday—Saturday	Final Examinations for Fall Semester

## SPRING SEMESTER

January 26 to June 1

January 19-24	Monday—Saturday	Registration
January 26-31	Monday—Saturday	First Meeting of all Classes
March 28	Saturday	Mid - Semester Examinations Close
April 10-13	Friday—Monday	Easter Vacation
May 25-30	Monday—Saturday	Final Examinations for Spring Semester
May 31	Sunday 11:00 A. M.	Baccalaureate Sermon
June 1	Monday 8:00 P. M.	Commencement Exercises

# Administration and Faculty

## Executive Committee of the Board of Trustees

ED A. LANDRETH, *Chairman pro tem*

L. D. ANDERSON                      W. S. COOKE                      GALEN McKINNEY  
T. J. BROWN                              C. A. WHEELER

## ADMINISTRATION

M. E. SADLER, B.A., M.A., B.D., Ph.D. .... *President of the University*  
EDWARD McSHANE WAITS, B.A., LL.D. .... *President Emeritus of the University*  
COLBY D. HALL, B.A., M.A., LL.D. .... *Dean of the University and Dean of Brite College of the Bible*  
ALVORD L. BOECK, B.A., M.A., Ph.D., C.L.U. .... *Director of the Evening College and Director of the School of Business*  
L. C. WRIGHT, B.A. .... *Business Manager and Treasurer*  
SAMUEL WARD HUTTON, B.A., B.D. .... *Registrar*  
MRS. J. E. MOTHERSHEAD ..... *Librarian*  
ALMA LOUISE BAILEY, B.A., M.A. .... *Secretary of the Evening College*

## FACULTY OF THE EVENING COLLEGE

("Since 1930," etc., means date of beginning service in T. C. U.)

- ALMA LOUISE BAILEY, *Instructor in English, Secretary of the Evening College*  
B. A. (T. C. U.), 1934; M. A. (T. C. U.), 1938. *Since 1935.*
- ALVORD L. BOECK, *Professor of Business Administration, Director of the Evening College, Director of the School of Business.*  
B. A. (U. of Illinois), 1927; M. A. (U. of Southern California), 1930; Ph.D. (U. of Southern California), 1933; Law Study, (Southwestern U. Law School), 1933-1934; C. L. U. (American College of Life Underwriters), 1940. *Since 1935.*
- JACK D. BROWN, SR., *Instructor in Salesmanship*  
Special courses in Advertising, Sales, and Sales Management; twenty-one years experience in these fields. *Since 1938.*
- JACK CANNING, *Instructor in Business Administration*  
Cleveland College, 1923, 1925; University of Washington, 1924.
- C. O. CHROMASTER, *Instructor in Architecture*  
B. S. in Arch. (Armour Institute of Technology), 1915. *Since 1940.*
- B. A. CROUCH, *Assistant Professor of Education*  
B. A. (Baylor U.), 1926; M. A. (T. C. U.), 1927. *Since 1928.*
- NETTIE JO CUMMINGS, *Instructor in French and Spanish*  
B. A. (Vanderbilt), 1927; M. A. (Peabody), 1928. *Since 1936.*
- GUY DANCE, *Instructor in Accounting*  
B. B. A. (Texas), 1937; C. P. A. (Texas), 1941. *Since 1941.*
- J. WARREN DAY, *Instructor in Accounting*  
B. A. (T. C. U.), 1928; M. A. (T. C. U.), 1929; Public Accountant. *Since 1936.*

- JAMES H. DOUGHERTY, *Associate Professor of Education*  
 B.S. (Northeast Mo. S. T. C.), 1925; M.A. (U. of Missouri), 1930;  
 Ph. D. (U. of Missouri), 1933. *Since 1937.*
- BONNE M. ENLOW, *Assistant Professor of Home Economics*  
 B.S. (C. I. A.), 1924; M.A. (Columbia U.), 1931. *Since 1924.*
- JULIAN F. EVANS, *Assistant Professor of Mathematics*  
 B.S. (U. of Oklahoma), 1926; M.A. (U. of Oklahoma), 1932; Ph.D.  
 (Rice), 1939. *Since 1940.*
- A. M. EWING, *Instructor in Accounting*  
 B. B. A. (T. C. U.), 1932; C. P. A. (Texas), 1939; Candidate M. A.  
 (T. C. U.), 1942. *Since 1935.*
- LEW D. FALLIS, *Professor of Public Speaking*  
 B. A. (U. of Washington), 1904; Graduate (The Curry School of  
 Expression), Boston, 1911; Philosophy Diploma (The Curry School  
 of Expression), 1927. *Since 1925.*
- GEORGIA FRITZ, *Instructor in Psychology*  
 B.A. (T. C. U.), 1936; M. A. (S. M. U.), 1937. *Since 1940.*
- RALPH GARRETT, *Assistant Professor of History*  
 B. A. (Milligan C.), 1918; M.A. (Columbia U.), 1921. *Since 1939.*
- W. B. GOODE, *Instructor in Accounting*  
 C. P. A. (Texas), 1935. *Since 1936.*
- BITA MAY HALL, *Instructor in French*  
 B. A. (T. C. U.), 1931; M. A. (T. C. U.), 1935; Diploma (University  
 of Toulouse), 1935. *Since 1938.*
- \*WILLIAM J. HAMMOND, *Professor of History.*  
 B. A. (T. C. U.), 1923; M. A. (T. C. U.), 1924; Ph. D. (U. of California),  
 1929. *Since 1924.*
- L. D. HILL, *Instructor in Transportation*  
 Railroad Rate Specialist, Fort Worth. *Since 1936.*
- FRANK WOODALL HOGAN, *Professor of Chemistry*  
 B. S. (Vanderbilt U.), 1911; M. S. (Vanderbilt U.), 1912; Graduate  
 Study (U. of Chicago). *Since 1920.*
- FRANK J. KNAPP, *Instructor in Business Administration*  
 LL. B. (U. of Texas), 1934. *Since 1939.*
- V. A. LEONARD, *Instructor in Sociology*  
 B. A. (T. W. C.), 1939; M. A. (T. C. U.), 1940. *Since 1938-1940, 1941.*
- C. L. LITTLEFIELD, *Instructor in Business Administration*  
 B. S. (Central State Teachers College, Oklahoma), 1938; M. S. (Oklahoma  
 A. & M. College), 1941. *Since 1941.*
- JOHN LORD, *Professor of Government, Dean of the Graduate School*  
 B. A. (Transylvania U.), 1904; M. A. (Syracuse), 1915; Ph. D. (Syracuse),  
 1922. *Since 1920.*
- J. R. MACEO, *Assistant Professor of Accounting*  
 C. P. A. (Texas), 1927. *Since 1936.*
- MABEL MAJOR, *Professor of English*  
 B. A. (U. of Missouri), 1914; B. S. (U. of Missouri), 1916; M. A. (U.  
 of Missouri), 1917; Graduate study (Chicago). *Since 1919.*

- PHILIP B. MARQUART, *Instructor in Sociology*  
B. A. (Wisconsin), 1923; M. A. (Wisconsin), 1926; M. D. (Harvard), 1931. *Since 1941.*
- L. T. MILLER, JR., *Instructor in Business Administration*  
B. S. in Commerce (T. C. U.), 1936; M. A. (T. C. U.), 1937. *Since 1936.*
- MELVIN J. MILLER, *Instructor in Insurance*  
B. A. in Civ. Eng. (Texas A. & M.), 1911. *Since 1937.*
- HERBERT R. MUNDHENKE, *Professor of Economics*  
B. A. (Lawrence College), 1922; M. A. (U. of Illinois), 1923; Ph. D. (U. of Iowa), 1935. *Since 1937.*
- HELEN WALKER MURPHY, *Assistant Professor of Physical Education*  
Student American College of Physical Education; B. A. (T. C. U.), 1931; Graduate Study (U. of Southern California); M. A. (T. C. U.), 1934. *Since 1926.*
- KATHERINE MOORE NORTON, *Instructor in Public Speaking*  
Teacher's Diploma School of Expression (Curry), 1926; B. A. (T. C. U.), 1929; M. A. (Michigan), 1940. *Since 1928-1933, 1935.*
- CLIFTON OLIVER, JR., *Instructor in Economics*  
B. A. (Texas Tech.), 1937; M. A. (Texas Tech), 1939; Graduate Study (L. S. U.), 1939-1940. *Since 1940.*
- JOSEPH J. PATTERSON, *Instructor in Architecture*  
B. S. in Arch. (U. of Illinois), 1917. *Since 1940.*
- AUSTIN L. PORTERFIELD, *Professor of Sociology*  
B. A. (Okla. City U.), 1923; M. A. (Drake), 1924; B. D. (Phillips U.), 1926; Ph. D. (Duke U.), 1936. *Since 1937.*
- HARRELL REA, *Instructor in Bible*  
B. A. (T. C. U.), 1938. *Since 1940.*
- J. WILLARD RIDINGS, *Professor of Journalism*  
B. J. (U. of Missouri), 1925; M. A. (U. of Missouri), 1928. *Since 1927.*
- BERNARD J. SMITH, *Instructor in Government*  
B. Eng. (U. of Liverpool), 1923; M. Eng. (U. of Liverpool), 1926; *Since 1940.*
- RAYMOND A. SMITH, *Professor of Education, Director of School of Education*  
B. A. (Butler), 1900; M. A. (U. of Indianapolis), 1904; B. D. (Yale), 1905. *Since 1920.*
- REBECCA W. SMITH, *Professor of English*  
B. A. (U. of Kentucky), 1916; M. A. (Columbia U.), 1918; Ph. D. (U. of Chicago), 1932. *Since 1919.*
- W. G. SPARKS, *Instructor in Mathematics*  
B. A. (T. C. U.), 1935. *Since 1939.*
- LYLE R. SPROLES, *Instructor in Accounting*  
C. P. A. (Oklahoma), 1923; C. P. A. (Texas), 1933. *Since 1936.*
- C. ALLEN TRUE, *Professor of History*  
B. A. (T. C. U.), 1926; M. A. (T. C. U.), 1928; Ph. D. (U. of California), 1933. *Since 1928-31, 1934.*

## EVENING COLLEGE ADVISORY COMMITTEE

- MR. E. T. ALLEN.....*Representing Evening College Students Association*
- MISS ETTA BOYD.....*Representing North Fort Worth Business and Professional Women's Club.*
- MR. HOWARD CARRELL.....*Representing Fort Worth Insurance Underwriters Association.*
- MR. J. R. CLARK.....*Representing Fort Worth Retail Credit Association*
- MR. W. G. CLARKSON.....*Representing Fort Worth Section, Texas Society of Registered Architects.*
- MR. JOHN B. COLLIER.....*Representing Fort Worth Exchange Club*
- MR. RAYMOND H. COPELAND.....*Representing Fort Worth Optimists Club.*
- MISS EVA DURHAM.....*Representing Fort Worth Zonta Club*
- MR. SAM EMISON.....*Representing Fort Worth Technical Club*
- MR. C. G. FAIRCHILD.....*General Representative*
- MRS. ALMA D. FIRST.....*Representing Pilot Club*
- MR. BERT FISCH.....*Representing Fort Worth Sales Managers Club*
- MISS DOROTHY HENDERSON.....*Representing Y. W. C. A.*
- MR. HUGH M. HOOVER.....*Representing Fort Worth Traffic Club*
- MR. E. LANGSTON.....*Representing Fort Worth Trades Assembly*
- MR. DAVID C. LEAVELL.....*Representing T. C. U. Alumni Association*
- MRS. LOTA LITMER.....*Representing Soroptimist Club of Fort Worth*
- MR. B. P. McDONALD.....*Representing Fort Worth Association of Credit Men*
- MRS. R. H. McLARN.....*Representing Woman's Club*
- MR. CECIL MORGAN.....*Representing Fort Worth Tarrant County Bar Association.*
- DR. CRAIG MUNTER.....*Representing Tarrant County Medical Association*
- MR. FLOYD F. NELSON.....*Representing American Institute of Banking*
- MR. GEORGE E. NIES, JR.....*Representing Fort Worth Real Estate Board.*
- MR. H. A. PICKENS.....*Representing Fort Worth Kiwanis Club*
- MR. A. D. ROACH.....*Representing Fort Worth Lions Club*
- MRS. MILLER ROBERTSON.....*Representing Junior Woman's Club*
- MISS ESSIE ROYAL.....*Representing Fort Worth Class Room Teacher's Association*
- MR. S. J. SCHREINER.....*Representing Y. M. C. A.*
- MRS. H. V. SHANK.....*Representing American Association of University Women*
- MR. E. C. TAULBEE.....*Representing Fort Worth Advertising Club*
- MR. DOUGLAS TOMLINSON.....*Representing Fort Worth Rotary Club*
- MR. HOMER TOMLINSON.....*General Representative*
- MR. G. B. TRIMBLE.....*Representing North Fort Worth Kiwanis Club*
- MRS. CLEO WATERS.....*Representing Women's Traffic Club of Fort Worth*
- MR. CLYDE WEED.....*Representing Fort Worth Junior Chamber of Commerce*
- MR. TROY WHITEHURST.....*Representing Fort Worth Association of Life Underwriters*
- MRS. SHELDON H. WILSON.....*Representing Fort Worth Business and Professional Women's Club*
- MR. CARL WOLLNER.....*Representing Fort Worth Chamber of Commerce*
- MR. SPROESSER WYNN.....*Representing Fort Worth Junior Bar Association*

## HISTORY AND OBJECTIVES OF THE EVENING COLLEGE

The trend of events in recent years has placed an increasing premium upon education. In every phase of economic and social endeavor the trained and educated man now reaps the rewards.

At one time there were a limited number of professions such as law, medicine, and the ministry. In these fields only were educational requirements established and maintained. With the rapid growth and increasing complexity of our economic society, one activity after another has become vocational, while vocations have become professions. With these changes higher educational standards have been established, and hence today we find that there are few fields in which success is possible without thorough education followed by constant study of changing conditions as they affect one's relation to his daily work.

In the light of these facts it is obvious that the community which fails to provide and utilize the necessary educational facilities misses much of the finer part of community living and at the same time falls behind in the economic struggle. Likewise, the individual who fails to take advantage of educational opportunities denies himself many of the finer things in life and fails to improve his economic status.

In recent years the value of education has become increasingly obvious to the employed person, who, in the past, has been denied access to the college classroom by the demands of his daily work. In the larger cities of this country, the universities and colleges have recognized the needs of the employed person and have brought university training within the reach of all by the establishment of evening colleges.

In February, 1936, the Board of Trustees authorized the establishment of the Evening College as a distinct administrative unit of the University. The new College was organized during the following summer and opened in September. Its purpose is the extension of the facilities of T. C. U. into the evening hours and to down town Fort Worth and other communities in order to make university education available to those unable to attend classes in the daytime at T. C. U.

The Evening College offers to the employed person every opportunity for study and advancement. The curriculum is based upon a careful selection of the required and popular courses in the various liberal arts and sciences. These range from freshman through graduate courses, thus making it possible for any person to begin, continue, or complete a college education.

Most courses are on full residence credit basis, acceptable for credit toward the several degrees. In addition to the type of courses just named, the Evening College offers many courses of a more specialized or technical nature, in order to meet the needs of various professional and vocational groups.

The Evening College has a faculty of forty-five, all regular faculty members of T. C. U., many of them department heads, some of them part time instructors chosen to teach the more specialized courses. Classes are held on the T. C. U. campus, at the downtown center at 609 Taylor Street, and in nearby towns and cities.

The Evening College has had a remarkable yet substantial growth. In its five years of existence enrollment has doubled, the faculty has been increased and improved, many new courses and curricula have been added, and short non-credit courses have extended the educational opportunities of T. C. U. to many thousands of persons not only in Fort Worth but within a radius of hundreds of miles of the city.

Much of the success of the Evening College is due to the cooperation and assistance of individual and organized business and club interests of the city. An Advisory Committee, representing the leading business and

club organizations of Fort Worth, cooperates with the administration of the Evening College.

### CREDIT AND NON-CREDIT STUDY

Evening College classes are open to the person who seeks college credit which may be applied to satisfy degree requirements, and also to the person who, although possessing adequate background for an understanding of the course, is not concerned with college credit. Both groups are entitled to the same privileges in all classes. Those who desire credit are obliged to conform with the rules and regulations of the University and are advised to secure a copy of the main catalog.

### ADMISSION

*All students enrolling as freshmen for credit, and intending to conform with degree requirements, who have never attended a university or college, are required to conform with the "Entrance Requirements" as explained in detail on page 28 in the main catalog. These students should secure a copy of the catalog at their earliest convenience and consult the Registrar before enrolling. Briefly stated, the requirement is graduation from an accredited high school with at least 15 accredited units, or examination on 15 units. Graduation is demonstrated by supplying a transcript of credits from the high school last attended. Such students are urged to obtain their transcripts at once and present them to the Registrar. Under no condition may the student delay or postpone this requirement after October 1, in the fall semester or February 15, in the spring semester.*

*Students transferring from other universities and colleges, and seeking credit, must present a statement of honorable dismissal and a transcript of credits sent directly from that school to the Registrar. These credits will be accepted according to the rank given that school by the proper standardizing agency for its section. For further details regarding transfer of credits, consult the main catalog and the Registrar.*

*Students not seeking college credit, on giving evidence of ability to carry college work, may enroll in the courses of their choice on furnishing a statement of honorable dismissal from the school last attended.*

*Adults who did not graduate from high school may establish their eligibility to "college admission", thereby obtaining college credit for courses taken in the Evening College, despite their high school deficiency. There are two methods of accomplishing this objective.*

1. *By examination in 15 high school units. These may include such subjects as typing, shorthand, bookkeeping, salesmanship, commercial arithmetic, etc., not necessarily studied in high school. They must include: English, 3 units; history, 2 units; mathematics, 2 units; science, 1 unit.*

2. *By individual approval. By passing creditably the college classes in the main subjects, one may prove up the high school units in those subjects. For example, passing freshman English will accredit 3 entrance units of high school English; passing college history, 2 units of history. Some units may be added by examination. Some college courses may be counted back for units, 6 semester hours counting for 1½ entrance units.*

Although the student may enter "by individual approval," his conditional entrance will be removed and full freshman standing granted when he has demonstrated his ability to do college level work by the completion of a reasonable number of semester hours of credit with high grades.

Students seeking college credit who did not graduate from high school should confer with the Registrar.

### NUMBER OF COURSES LISTED

In an effort to offer a comprehensive curriculum, in order that students may have a wide choice of classes, some ninety courses are listed in this catalog. There is an active demand for most of these; however, a

few of them have aroused less interest. The latter will be offered if the demand justifies, and every effort will be made to continue all classes. However, the Evening College reserves the right to discontinue any class with an enrollment of less than ten. Early registration will assist materially in determining whether doubtful classes will be continued.

### NUMBER OF COURSES CARRIED

Those employed full time can readily carry one or two courses. In some cases the student will find it possible to carry more than two courses. Since much time is required for outside study, permission to carry more than two courses must be obtained from the Director.

### SCHOLARSHIPS

A number of individuals and organizations in Fort Worth, appreciating the opportunities available in the Evening College, and desiring to assist worthy students, have provided scholarships covering Evening College tuition. The following scholarships are now available for the fall term: Fort Worth Business and Professional Women's Club Scholarships.

(Two scholarships covering tuition in one course each.)

Fort Worth Junior Chamber of Commerce Scholarship.

(Tuition in two courses for a recent high school graduate.)

Barbara Burke Scholarship.

(Made available by Mrs. R. H. McLarn to honor the first State President of the Texas Division of the American Association of University Women.)

Boost-A-Boy Club Scholarship.

Woman's Branch T. C. U. Ex-Students' Association.

(Two Scholarships covering tuition in one course each.)

Other Scholarships will be available by the opening of the fall semester. Students interested in these scholarships should address a written inquiry to: "Chairman, Scholarship Committee, The Evening College, Texas Christian University."

Since most scholarships are awarded on the basis of (1) need and (2) merit, applicants should include in their letters a definite statement indicating why they need this financial assistance, and also references and a statement regarding scholastic average or grades received in previous studies.

### GRADING AND THE POINT SYSTEM

The definition of grades, and the point system designed to stimulate quality of work, are indicated as follows:

A—Reserved for exceptional work	3 points per sem. hr.
B—Implies superior work	2 points per sem. hr.
C—Means medium work	1 point per sem. hr.
D—Means inferior work	0 point per sem. hr.
F—Means failure	-1 point per sem. hr.
I—Means incomplete (must be removed within first 30 days of the semester immediately following or it becomes an F.)	
X—Means course satisfactorily completed, but no credit allowed, since course <b>not taken for credit.</b>	
N—Used only at mid-semester reports to indicate that instructor has no regular grade to report at that time.	

In order to graduate, a student must have a C average or 120 grade points under the point system on all work for which he enrolls. A course dropped, after the first six weeks, while student is failing is counted F. A course dropped while the student is passing is not included in the calculation. In case a course is taken more than once, the higher grade

is counted in the calculation, the lower grade or grades being disregarded. The grades are counted separately by semesters.

If the student fails to take the final examination or complete other required work in a course, he will receive the "I" (incomplete) grade. Permission to take make-up examinations to remove such grades will be granted on payment of \$2.00 for each examination to be taken.

Since most classes meet but once a week, regular attendance is imperative.

### CHANGES AND WITHDRAWALS

When a student has once registered, that is, filled out or had filled out the regular registration blank, he is officially registered in the course or courses indicated on his registration blank. He cannot change his registration by simply discontinuing attendance in one class and attending another. It is necessary that the student *officially* drop the first class and *officially* add the second class, by having the regular "drop and add card" properly filled out by his instructor, the Registrar, or the Director. Observance of this rule will avoid much confusion both for the student and the Evening College.

No student can withdraw from the Evening College by simply discontinuing class attendance. The student must secure the signature of his instructor on the regular "drop and add card" and turn this card in to the Registrar's Office. Failure to comply with this rule means that the student will be given a failing grade in the course because of excessive unexcused absences. Furthermore, refunds on tuition, if any be due, will be made as of the date the course was *officially* dropped. This means that the student who fails to drop *officially* and merely discontinues class attendance will not be granted a refund on his tuition.

### EXAMINATIONS

Examinations are given regularly in all classes. Students enrolled for credit are required to take all examinations given in the courses in which they are enrolled. Failure to take examinations prevents the student from receiving a grade in the course.

Non-credit students may also take the examinations; this is advisable, since it provides the student a means of determining his progress. A passing grade on examinations, however, does not entitle the student to credit, if he indicated that he did not desire credit at the time of registration.

Student grades are reported twice each semester, at the mid-term and at the end of the semester. The grade reported at the end of the semester is the grade in the course.

### STANDARDS

All Evening College courses are the full equivalent of courses offered during the day time. As such, they are on full residence and credit basis, acceptable for credit toward the several degrees offered by Texas Christian University, and also transferable to other universities and colleges.

Evening College classes are conducted according to the high standards traditionally maintained by T. C. U. The same library and laboratory facilities are available to the Evening College students as are extended to full-time day students. The faculty is made up of regular members of the T. C. U. faculty, supplemented by experts in various vocational and professional fields to conduct the more technical and specialized courses. All have regular faculty status at Texas Christian University. The quality of instruction and scholastic standards are thus kept on a level with similar requirements prevailing in day classes.

Texas Christian University maintains membership in the Southern Association of Colleges and Secondary Schools, the Association of Texas Colleges, the National Educational Association, the Board of Education of the Disciples of Christ, the Council of Church Boards of Education, and the

Association of American Colleges. It is also on the approved list of the Association of American Universities, the Department of Education of Texas, the American Medical Association—Council on Education, the American Association of University Women, the University of the State of New York, and the Republic of France.

The Evening College of T. C. U. holds membership in the Association of University Evening Schools. The purpose of the Association is the exchange and analysis of information regarding Evening College problems and improvement. Thirty of the leading University Evening Colleges comprise the membership.

## DEGREES AND CERTIFICATES

Many students enrolled in the Evening College follow no definite course of study; they merely select those courses which seem best suited to their immediate needs. Many others, however, have chosen to follow a carefully planned course of study, feeling that an organized course is of greater benefit than one which lacks balance and objective. Such students follow one of the degree or certificate courses under the supervision of a major professor. Degrees and certificates are conferred on Evening College students by Texas Christian University at the regular commencement exercises. The Registrar and the Director are available during the regular office hours to assist students in planning a schedule which will lead to a degree, a certificate, or a rounded course of study.

### Degrees

Although Evening College classes carry credit toward the several degrees, the student who plans to complete degree requirements must do something more than merely accumulate the required total of semester-hours. He must follow the prescribed curriculum for the degree, taking the required courses in their proper order. On the completion of 60 semester hours of credit, he must, in conference with the Registrar, declare his major and minor fields of study. Thereafter, he must outline his schedule under the direction and with the approval of his major professor.

Finally, he must maintain a reasonably high scholastic average, as stated under the caption, "Grading and the Point System." All Evening College students who are candidates for degrees or who are to become such should obtain a copy of the regular T. C. U. catalog and follow carefully the requirements for the degrees.

Of the various degrees conferred by T. C. U., the following are available in the Evening College:

The Add-Ran College of Arts and Sciences of Texas Christian University offers: (1) the degree of *Bachelor of Arts*, for majors in the usual academic departments, including the natural sciences and the Fine Arts; (2) the degree of *Bachelor of Science* for majors in Education, Physical Education, and Home Economics.

The School of Business offers the degree of *Bachelor of Science in Business Administration*, and the graduate degree, *Master of Business Administration (M.B.A.)*

The Graduate School offers the *Master of Arts* and *Master of Science* degrees.

All courses offered in the Evening College are acceptable for credit toward these degrees, provided they are taken in accordance with the requirements of the several departments of instruction and the regulations of the University.

### Certificates in Business Administration

Young men and women in business taking courses at random in the Evening College have discovered that this fails to give them a well-rounded course of study; on the other hand, they do not wish to become candidates

for the degree of Bachelor of Science in Business Administration, since this will involve a course of study extending over a period of from seven to ten years.

In order to meet the needs of this group, that is, to provide a well balanced course of study which will equip the student to advance in his work, and at the same time complete such a course in a reasonable period of time, the Evening College makes available Certificate courses in three fields of Business Administration.

The certificate courses cover two years of college work, which may be completed by attending class on a part-time basis in approximately four years. The student who wishes to study in the summer or to carry a heavier course may complete the requirements in less than four years. In each instance the student must follow a carefully planned course of study, as outlined below, and on the successful completion of this course with a total of sixty semester hours of credit and sixty grade points, he will be granted the certificate at the next Commencement exercises.

### Requirements for the Certificate in Accounting

1. Graduation from an accredited high school with 15 accredited units, including: English, 3; history, 2; mathematics, 2; science, 1. Students unable to meet this requirement because of high school deficiency may satisfy it as explained in this catalog under the caption, "Admission."
2. Completion of a total of 60 semester hours with 60 grade points, chosen from the following courses:
 

Acct. 22 Accounting Theory and Practice .....	6 s.h.
Acct. 31a Intermediate Accounting .....	3 s.h.
Acct. 31b Advanced Accounting .....	3 s.h.
Acct. 136 Federal Tax Accounting .....	3 s.h.
Acct. 142 Inter-Company Accounting .....	3 s.h.
Acct. 143 Cost Accounting Principles.....	3 s.h.
Acct. 144 Auditing Theory and Practice .....	3 s.h.
Acct. 50 C. P. A. Review .....	6 s.h.
Acct. 51 C. P. A. Coaching .....	6 s.h.
Bus. Ad. 128 Business Correspondence and Letter Writing.....	3 s.h.
Business Ad. 136 Business Reports .....	3 s.h.
Bud. Ad. 39 Business Law .....	6 s.h.
Economics 21 or 121 .....	6 s.h. or 3 s.h.
English 11 Freshman English .....	6 s.h.
Mathematics 12 Freshman Mathematics .....	6 s.h.

Other courses in finance in Economics or Business Administration with the approval of the Director of the School of Business.

### Requirements for the Certificate in General Business

1. See Requirement No. 1 for the Certificate in Accounting.
2. Completion of 60 semester hours and 60 grade points, 42 of which must be taken in the School of Business, chosen from the following courses. Courses listed in Group A must be taken by all candidates for the Certificate, and the balance chosen from the courses listed under Group B.

#### GROUP A

Acct. 22 Accounting Theory and Practice.....	6 s. h.
Bus. Ad. 128 Business Correspondence and Letter Writing.....	3 s. h.
Bus. Ad. 39 Business Law.....	6 s. h.
Economics 21 or 121 Principles of Economics.....	6 s. h. or 3 s. h.
English 11 Freshman English.....	6 s. h.

GROUP B

Courses in the School of Business: any courses listed, with the approval of the Director of the School of Business.

Government 127 and 128.....	6 s. h.
History 12, 14, and 32.....	18 s. h.
Mathematics 12.....	6 s. h.
Psychology 121 and 128.....	6 s. h.
Public Speaking 23.....	6 s. h.
Sociology 124.....	3 s. h.

Requirements for the Certificate in Secretarial Science

1. A satisfactory grade in examinations in shorthand, dictation, and general ability. These examinations will be announced and given by the Secretarial Science Department twice each year and must be taken before the Certificate candidate has completed more than 20 semester hours of work.
2. Completion of a total of 60 semester hours and 60 grade points, 42 of which must be taken in the School of Business, chosen from the following list:

Acct. 22 Accounting Theory and Practice.....	6 s. h.
or	
Acct. 122 Secretarial Accounting.....	3 s. h.
Bus. Ad. 128 Business Correspondence and Letter Writing.....	3 s. h.
Bus. Ad. 131 Office Methods and Procedure.....	3 s. h.
Bus. Ad. 32 Secretarial Science.....	6 s. h.
Bus. Ad. 39 Business Law.....	6 s. h.
Economics 21 or 121 Principles of Economics.....	6 s. h. or 3 s. h.
English 11 Freshman English.....	6 s. h.

All of the above courses are required; the balance of the 60 semester hours must be chosen from the Group B courses listed under Requirement No. 2 for the Certificate in General Business. In addition, a maximum of 6 semester hours in other departments may be taken with the approval of the Secretarial Science Department.

Teachers' Certificates

In addition to the curricula leading to the B. S. and M. A. degrees in Education, the School of Education provides courses leading to the several Teachers' Certificates issued by the State Department of Education.

The Certificate for two years of college work, for three years of college work, for four years of college work, and the Special Certificates to teach the special subjects are the ones most commonly used.

A condensed statement of the requirements for these Certificates will be found on page 89 of the main T. C. U. catalog. All students studying for a Teachers' Certificate should consult the main catalog and follow carefully the advice of the Director of the School of Education.

PRE-LAW CURRICULUM

The Texas Supreme Court now requires two years of pre-law for admission to the State Bar Examinations. Law colleges approved by the American Bar Association have long required two years of pre-law college work. Many law schools require three years of pre-law for admission; effective June, 1941, the law school of the University of Texas requires 92 semester hours of pre-law for admission.

The following list represents the three-year pre-law course now required for admission to the law school of the University of Texas. Although 92 semester hours are required by the University of Texas, the list below totals 95 semester hours for the guidance of those students seeking the "Combination Course" which makes the student eligible to receive the

bachelor's degree from T. C. U. after completing the requirements of the law school.

<i>Freshman</i>	<i>s.h.</i>	<i>Sophomore</i>	<i>s.h.</i>	<i>Junior</i>	<i>s.h.</i>
English 11	6	English 24	6	Bible (Adv.)	3
Math. 12 or 13 (8)	6	Govt. 126, 128	6	Phil. or Psy.	3
Foreign Language	6	Chem. or Physics	8	Electives:	
Social Sc. 12	6	Foreign Language		Accounting 22,	
Biol. or Geol.	6	or Bible (3), and		Eco., Govt., Hist.,	
		Phil. or Psy. (3)	6	Soc. (Adv. 15)	27
Total	30	Electives:			
		Eco. Hist 21 or		Total	33
		32, or Soc. 124	6		
		Total	32		

### PRE-ENGINEERING CURRICULUM

In answer to many requests the Evening College now offers the freshman year of pre-engineering. The course, as listed below, conforms with that of standard engineering schools in order that the student may later continue his engineering study without loss of time or credit. Students desiring second year engineering courses should consult the Registrar.

English 11	6	s. h.
Chemistry 12	6	s. h.
Mathematics 115	3	s. h.
Mathematics 116	2	s. h.
Mathematics 118	3	s. h.
Drawing 212	2	s. h.
Drawing 113	1	s. h.
Drawing 311	3	s. h.
	26	s. h.

### ENGINEERING, SCIENCE, AND MANAGEMENT DEFENSE TRAINING IN THE EVENING COLLEGE

Under the Engineering, Science, and Management Defense Training program only four-year degree-granting Engineering Colleges may offer courses in Engineering defense training.

The program, as amended in July, however, now permits four-year degree-granting colleges to offer courses in chemistry, physics, and management. The defense training committee for the Fort Worth area is preparing a list of courses to be given in Fort Worth, as this catalog goes to press. Tentatively, and if the demand warrants, the Evening College may provide courses in chemistry, office management, and personnel management.

High school graduation, one, two, three, or four years of college work in chemistry or business administration, depending on the course, are required as prerequisite for these courses. Those interested should communicate with the Director of the Evening College.

### GRADUATE STUDY IN THE EVENING COLLEGE

All courses numbered in the 50's and 60's are acceptable for credit on graduate degrees. In addition, a number of courses in the 30's and 40's may be offered for graduate credit, provided additional work is done in the course under the close supervision of the instructor in charge of the course.

*In no event, however,* may any course be taken for graduate credit without first consulting the Dean of the Graduate School and securing his approval of the courses to be applied toward a graduate degree. In addition, the student must confer with the instructor in any course numbered

below the 50's and make arrangements to do the additional work required for graduate credit.

All candidates for graduate credit should secure a copy of the main T. C. U. catalog and follow carefully the degree requirements of the Graduate School.

### CLASSES IN OTHER COMMUNITIES

It is a policy of the Evening College to offer classes in communities outside of Fort Worth if the demand warrants and the distance is not too great. During the past four years a number of such courses have been provided. All are on full residence credit basis, being taught by regular full-time faculty members. Individuals or groups interested in such classes should communicate with the Director of the Evening College.

### SHORT COURSE DIVISION

For the past three years the Evening College, through its Short Course Division, has offered short, non-credit courses in Salesmanship and in Social Security Record Keeping. Total enrollment to date in the Salesmanship courses given in Fort Worth and other Texas cities now exceeds 3,000. With the fall semester of 1941 the Short Course Division is being expanded to provide a variety of courses both in Fort Worth and in other towns and cities.

The length of the courses will vary, ranging from six to twelve class sessions or lectures, depending upon the subject. Some courses will meet once a week, others twice a week. The lecture and class sessions will also vary in length. Advanced courses will follow some of the regular short courses.

All short courses will be open to all persons interested. There will be no entrance requirements or transcript requirements; an interest in the subject matter of the course will entitle any person to class attendance.

The following is a partial list of short courses planned or requested; special courses in defense industry training will be added. Such courses and any others suggested, also information regarding tuition, etc., will be included in the Special Bulletin, free on request, which will be available in September.

1. Attractive Home Interiors.
2. Blue Print Reading.
3. Business Arithmetic.
4. Conversational Spanish.
5. Creative Writing.
6. Effective Business Letter Writing.
7. Essentials of Business Law.
8. Filing.
9. Geology of the Southwest.
10. How to Appreciate and Enjoy Music.
11. How to Buy Goods and Services.
12. Mechanical Drawing.
13. Photography as a Hobby and a Business.
14. Popular Astronomy.
15. Practical Business English.
16. Preparing for Civil Service Examinations.
17. Principles of Air Conditioning.
18. Problems in Home Building.
19. Psychology in Everyday Life.
20. Public Speaking for Business Men and Women.
21. Salesmanship and Sales Psychology.
22. Secretarial Accounting.
23. Selecting a Vocation.
24. Social Security Record Keeping and Law.
25. The Literature of the Southwest.
26. Typewriting.

## INSTRUCTIONS FOR REGISTRATION

September 11th through the 18th has been set aside for registration. The downtown office of the Evening College, located at 609 Taylor Street, will be open from 11:00 a. m. till 2:00 p. m. and from 5:00 p. m. till 8:00 p. m. on these dates, with the exception of Saturday, September 13th, and Thursday, September 18th, when the downtown office will be open from 11:00 a. m. till 2:00 p. m. only.

If more convenient, students may register at the office of the Registrar at T. C. U. during the regular business hours, 9 a. m. till 12:00, and 1:00 p. m. till 4 p. m. Those who wish to register early may do so during the regular business hours of the Registrar at T. C. U. Early registration is advisable, since it will save much time for the student.

All students registering at T. C. U. for the first time, whether enrolling for credit or not, will be required to conform with the entrance requirements as stated in this catalog under the caption, "Admission."

## FIRST MEETING OF ALL CLASSES

On Thursday, September 18th, at 7:00 p. m. a general assembly of all Evening College students will be held in the Auditorium at T. C. U. Special announcements of great importance will be made at that time, hence all students are required to be present. At 8:00 p. m. the assembly will be dismissed and all students enrolled in Monday and Tuesday classes will go to designated class rooms, for the opening lectures in these classes. At 8:45 these classes will be dismissed, and the first meeting of all Wednesday, Thursday, Friday and Saturday classes will be held.

The first meeting of each class will be open to the public; all persons interested, whether enrolling or not, are invited to attend. Each instructor will give a brief description of his course, announce text books and assignments, and give an introductory lecture. The members of each class will also be given an opportunity to change the night and time of the class meetings, if a more convenient hour can be arranged; the permanent place of class meeting, at T. C. U. or downtown, will also be decided at this time.

The September 18th meeting of classes is for purposes of class organization and course descriptions; thereafter, all classes will meet according to their regular schedules with reference to night, hour and place.

## EVENING COLLEGE STUDENT ACTIVITIES

The T. C. U. Evening College Students' Association is the official student body organization of the Evening College. It has jurisdiction over all student activities and organizations. The Association came into existence as a result of a general desire to extend and improve social contacts between Evening College students.

All persons enrolling in the Evening College automatically receive membership in the Association by the payment of the 50c student activity fee, which is required of all students at the time of registration in both the fall and spring semesters. The active governing agency is the Student Council, which consists of one representative from each class. The Council meets once each month, electing officers at the first meeting in the fall semester. These officers serve throughout the school year.

The Students' Association, through the Student Council with its officers and committees, provides numerous forms of activity. An Evening College dance is held in the fall semester and a picnic in the spring. Other social activities are also provided from time to time. Another important activity is the publication of the "Evening College News." Students in Journalism, English, and other departments take an active part in preparing the News.

Other activities include the following: maintaining contacts with the administration of the Evening College through meetings with a faculty committee and representation on the Advisory Committee; assisting Evening College students in obtaining employment or improving their positions, this

being accomplished by means of an employment bureau administered by the students; the improvement of class room conditions, provision of other courses of study, etc.

With the general organization of the Students' Association now complete, it is anticipated that student contacts and activities will increase greatly. Recently the students in the classes in traffic and transportation organized the T. C. U. Traffic Society. Other similar organizations will also come into existence as students realize the value of student life and activity.

## TUITION AND FEES

Tuition is figured on the basis of \$5.00 for each "semester-hour." There are some exceptions to this, e. g., Accounting 50 and 51, and courses in Architecture and Drawing. Thus a three semester-hour course carries a tuition of \$15.00. Six semester-hour courses carry a tuition of \$30.00; \$15.00 of this amount is payable each semester.

Tuition for each three semester-hour course or for a single semester of a six semester-hour course (Unless otherwise indicated).....	\$15.00
Tuition in courses in Architecture and Drawing Consult course descriptions	
Registration fee, each semester, regardless of number of courses taken .....	2.00
Student Activity Fee, each semester (Required of all students and payable at time of registration) .....	.50
Late fee on all registrations accepted after October 4 in the fall semester and February 7 in the spring semester.....	1.00
Make-up Examination fee (Required for privilege of removing an "I" [incomplete] grade at end of a semester.....	2.00
Change fee charged for dropping, adding, or changing a course after October 4 in the fall semester or February 7 in the spring semester .....	1.00
Laboratory fee in Chemistry 12, fall semester .....	10.00
Laboratory fee in Chemistry 12, spring semester .....	6.00
Breakage deposit in Chemistry 12 (refundable) .....	5.00
Library deposit, paid once, for use of library continuously until student withdraws, when \$4.00 (less any fines) is refundable. Required in all courses using library.....	5.00

Tuition and fees are due and payable at time of registration and must be paid before the second class meeting. Students failing to pay or make arrangements with the business office for installment payment by the second class meeting will be denied further admittance to class. Those who register early, however, will not be required to pay their tuition and fees until registration week.

Tuition may be paid in installments at a slightly higher rate. For terms make inquiry at time of registration. Payment of tuition and fees will not entitle the student to an athletic ticket book. These books, which entitle the student to admission to *all* athletic events—in the student section for football games, are available at the business office at T. C. U. at a price of \$6.60. They must be obtained by September 15th.

There will be no refund on registration fees unless the class is discontinued by the College and no refund on tuition after December 1, in the fall semester and April 1, in the spring semester. In the case of students entering the military or naval service of the United States, however, unused tuition will be refunded in full.

# Courses of Instruction

## EXPLANATION OF COURSE MARKINGS

The college year is divided into two semesters of 18 weeks each. The fall semester begins September 18 and closes January 24; the spring semester begins January 26 and closes June 1.

Courses numbered below 10 do not carry credit toward degrees; those numbered from 10 to 19 are freshman courses; those numbered in the 20's are sophomore courses, in the 30's junior courses, in the 40's junior and senior, in the 50's for graduates and seniors, while those in the 60's are for graduates only.

All students, whether enrolling for credit or not, are strongly urged to follow the foregoing classification, taking the freshman courses before the sophomore courses, etc. Mature students, however, who are enrolled for credit, may obtain credit in any course they take, provided they have the proper background in study or experience and provided they obtain the permission of the instructor to take the course, when such courses are taken out of their normal order with reference to freshman, sophomore or junior standing of the course.

The value of each course is indicated by its number. Courses carrying a number from 10 to 99 are six semester-hour courses, that is, they meet for approximately three hours each week for two semesters, e.g., Economics 21. This fact is indicated on the line following the name of the course by the word "Session." Courses numbered from 100 to 200 are three semester-hour courses, that is, they meet for approximately three hours each week for one semester, e.g., Government 128. The semester in which the course is offered is indicated in the course description by the word, "Fall" or "Spring." Accounting 50 and 51 are double courses, that is, they are six semester-hour courses, meeting approximately six hours in one semester. In addition to indicating the value of each course by its number, the semester-hour value is also given on the first line of each course announcement.

All courses numbered below 100 and not divided into "a" and "b" must be taken for the full session of two semesters in order to obtain credit.

The above explanation of the numbering system does not apply to courses in the departments of Architecture and Drawing. The course descriptions in these departments should be consulted for course credit values.

All courses are listed below by both a number and a name. In registering be sure to give the name of the department, the number of the course, and the name of the course, e.g., Spanish 11, First Year.

The evening and the hour of each class is indicated directly below the name of each course. Both the evening and the hour are subject to change in the opening meeting of each class, by vote of the members of the class, with the approval of the instructor.

Many of the classes carry a prerequisite. Prerequisite requirements must be observed by students enrolling for credit, but need not be observed by noncredit students, providing they possess a sufficient background to derive benefit from the course.

## ACCOUNTING

22.	ACCOUNTING THEORY AND PRACTICE	6 semester hours
	<i>Fall</i>	
22a.	<i>Mondays and Wednesdays 7-8:30</i>	<i>Mr. Dance</i>
	<i>Tuesdays 7-10:00</i>	<i>Mr. Dance</i>
	<i>Spring</i>	
22a.	<i>Thursdays 7-10</i>	<i>Mr. L. T. Miller</i>
22b.	<i>Mondays and Wednesdays 7-8:30</i>	<i>Mr. Dance</i>
	<i>Tuesdays 7-10:00</i>	<i>Mr. Dance</i>

*Required of all Business Administration majors.*

This is the beginning course in accounting; it does not require a

knowledge of bookkeeping. First semester: the journal, the ledger, the balance sheet, statement of profit and loss, adjusting and closing entries, books of original entry, controlling accounts, interest and discount, accrued and deferred items, the voucher system. Second semester: partnership accounting, corporation accounting, accounting for manufacturing enterprises, accounting for departments and branches, consolidated statements, comparative statements, etc.

122. SECRETARIAL ACCOUNTING 3 semester hours  
*Thursdays 7-10:00 Spring Mr. L. T. Miller*  
 The application of the principles of bookkeeping and accounting to the work of the secretary. The course teaches the student how to handle a simple set of books, with some consideration given to the type of accounting systems found in the various offices and stores. The content of the course will be adapted to meet the needs of the members of the class.
- 31a. INTERMEDIATE ACCOUNTING 3 semester hours  
*Tuesdays 7-9:30 Fall Mr. L. T. Miller*  
*Prerequisite: Business Administration 22 or its equivalent.*  
 A study of the advanced principles of accounting. Covers a careful survey of working papers and corporation accounting, and a thorough consideration of specific asset, liability, and net worth accounts.
- 31b. ADVANCED ACCOUNTING 3 semester hours  
*Tuesdays 7-9:30 Spring Mr. L. T. Miller*  
*Prerequisite: Business Administration 31a or its equivalent.*  
 A continuation of Intermediate Accounting. Covers an intensive study of partnership accounting, statement of affairs, foreign exchange, receiver's accounts, estates and trusts, budgeting, and municipal accounting.
136. FEDERAL TAX PROCEDURE 3 semester hours  
*Thursdays 7-9:30 Spring Mr. Day*  
*Prerequisite: Business Administration 22*  
 A review of the latest revenue act, discussing the tax on individuals, corporations; deductions allowed; computation of taxes, rates, earned income, exempt income, etc. Principal emphasis is upon the income tax, with some consideration of estate, gift, social security and other taxes.
- 38ab. OIL COMPANY ACCOUNTING 6 semester hours  
*Tuesdays 7:15-9:45 Session Mr. Sproles*  
*Prerequisite: Business Administration 22 or its equivalent*  
 This course is designed to meet the needs of oil company employees. It will also be found very helpful for public accountants, especially of the junior classification. Covers the accounting principles and practices employed in producing, refining, and marketing operations. Special attention is given to the various federal tax problems of oil company accounting.
142. INTER-COMPANY ACCOUNTING 3 semester hours  
*Thursdays 7-9:30 Fall Mr. Goode*  
 A review of the accounting principles and practices employed in mergers, consolidations, and holding companies. This course is of special value to students preparing for the C.P.A. examinations. Other advanced work in accounting will be included, depending upon the needs of the class.
144. AUDITING THEORY AND PRACTICE 3 semester hours  
*Wednesdays 7-9:30 Spring Mr. Goode*  
 Preliminary arrangements, general procedure, the original records, asset accounts, liability accounts, operating accounts, the report, types of audits. Students are given every possible opportunity to do practical work and install systems.

50. C. P. A. REVIEW 6 semester hours  
*Mondays, Wednesdays and Fridays, 7-9:00* *Fall* Mr. Ewing  
 A review course covering the various fields of accounting and business law; prepares the student for more intensive work in accounting principles and practice if he wishes to advance in professional accounting or commercial accounting.

51. C. P. A. COACHING 6 semester hours  
*Mondays, Wednesdays, and Fridays, 7-9:00* *Spring* Mr. Maceo  
 A seminar course for students who intend to prepare for the C.P.A. examinations. The course is concluded in time for the May examinations. It consists mainly of solutions of advanced problems, with personal instruction in the principles of case analysis of each problem to determine the particular feature involved, and the application thereof to solution.

NOTE: Courses 50 and 51 are double courses, meeting six hours per week in one semester. Both require a great deal of outside studying and preparation. Students contemplating enrolling in these courses are requested to confer with Professor Maceo regarding their qualifications to carry the courses. Tuition is \$50.00 per course; terms may be arranged.

### ADVERTISING

See JOURNALISM

### ARCHITECTURE

- 120a. WORKING DRAWINGS 1½ semester hours  
*Tuesdays 7-9:30* *Fall and Spring* Mr. Patterson  
*Prerequisite: High School Mechanical or Architectural Drawing, or its equivalent in practical drafting experience.*

The study of the elements of practical drafting, including the study of material indication, simple details and the like, and the practical application to simple working drawings. Three hours of lecture and supervised drawing a week in addition to outside work. Tuition \$15.00 per semester.

- 120b. WORKING DRAWINGS (SECOND HALF OF COURSE) 1½ semester hours  
*Tuesdays 7-9:30* *Fall and Spring* Mr. Patterson  
*Prerequisite: Architecture 120a or its equivalent.*

A continuation of Architecture 120a. Three hours of lecture and supervised drawing a week in addition to outside work. Tuition, \$15.00 per semester.

- 410a. ELEMENTS OF ARCHITECTURE 2 semester hours  
*Thursdays 7-9:30* *Fall and Spring* Mr. Chromaster  
*Prerequisite or Parellel: Free hand drawing.*

The elements of architecture and its relation to architectural design. Three hours of lecture and supervised drawing a week in addition to outside work. Tuition, \$20.00 per semester.

- 410b. ELEMENTS OF ARCHITECTURE (SECOND HALF OF COURSE) 2 semester hours  
*Thursdays 7-9:30* *Fall and Spring* Mr. Chromaster  
*Prerequisites: Architecture 410a or its equivalent.*

Continuation of Architecture 410a. Three hours of lecture and supervised drawing a week in addition to outside work. Tuition, \$20.00 per semester.

### BIBLE

120. SURVEY OF BIBLE HISTORY 3 semester hours  
*Wednesdays 7-9:30* *Fall* Mr. Rea  
 This course surveys the main outlines of the history of the Hebrews, in relation to the neighbor nations, to give a setting to the great

ideas of the Old Testament. Then it surveys the life of Christ and Acts enough to give a background for an understanding of the teachings in their historical setting.

130. **TEACHINGS OF JESUS** 3 semester hours  
*Wednesdays 7-9:30 Spring Mr. Rea*  
 The teachings of Jesus upon various religious, ethical and social questions are presented by lecture and prescribed reading and then an application of them is made to complex life today. The endeavor is made to give the student the Christian point of view and to show him how it can be adapted to modern life.

### BUSINESS ADMINISTRATION

128. **BUSINESS CORRESPONDENCE AND LETTER WRITING** 3 semester hours  
*Mondays 7-9:30 Spring Mr. Littlefield*  
*Prerequisites: English 11*  
 Practice in the use of correct and forceful English in writing business letters and reports; special attention to sales letters, adjustments, collection letters, inquiries, orders, responses, follow-ups, introductions, applications, recommendations and routine business.
- 30a. **BEGINNING SHORTHAND (Gregg Functional Method)** 3 semester hours  
*Tuesdays 7-9:30 Fall Mr. Littlefield*  
 An intensive introductory course in the Functional Method of Gregg shorthand. Principles are emphasized, but dictation is given from the beginning. The reading approach is followed.
- 30b. **BEGINNING SHORTHAND (Continuation of 30a)** 3 semester hours  
*Tuesdays 7-9:30 Spring Mr. Littlefield*  
*Prerequisite: Ability to write 60 to 75 words a minute*  
 A continuation of Secretarial Science 30a. Part II of the Functional Method and Functional Method Dictation are completed. Dictation and reading at each meeting. At the end of the semester the student should be able to write 125 words a minute.
131. **OFFICE METHODS AND PROCEDURE** 3 semester hours  
*Mondays 7-9:30 Fall Mr. Littlefield*  
 This course considers practical business problems and methods in office procedure as they affect the work of the stenographer. Postal information, legal terms and forms, bank procedure, transportation, interviewing callers, reporting conferences, keeping business calendars, source of materials on business subjects, filing and office appliances are among the topics discussed. Some time is devoted to advanced dictation at the rate of 150 to 250 words per minute for those students desiring it. All types of office equipment and their use will be studied.
- 32a. **SECRETARIAL SCIENCE** 3 semester hours  
*Wednesdays 7-9:30 Fall Mr. Littlefield*  
*Prerequisite: Ability to write 100 words a minute in Gregg Shorthand.*  
 This course includes extensive dictation with emphasis on transcription. Emphasis is also placed on spelling, punctuation, hyphenation, vocabulary, and office ethics.
- 32b. **SECRETARIAL SCIENCE (Continuation of 32a)** 3 semester hours  
*Wednesdays 7-9:30 Spring Mr. Littlefield*  
*Prerequisite: Ability to write 150 to 200 words per minute in Gregg shorthand.*  
 A course designed for advanced students in the secretarial field. Covers speed dictation, transcription, vocabulary drills, and office ethics.

134. SALESMANSHIP AND SALES PSYCHOLOGY 3 semester hours  
*Mondays 7-9:30 Fall and Spring Mr. Brown and Mr. Canning*  
 A course covering methods of approach and demonstration, meeting objections, inducing decision, closing the sale, building a clientele; includes personality, motives, desires, interest, argument; special emphasis on the sales talk and practical selling. This course is especially designed to meet the needs of the person actually engaged in selling activities. Students are given constant opportunity to practice the techniques of selling.
- 36a. PROPERTY INSURANCE 3 semester hours  
*Wednesdays 7-9:30 Spring Mr. Melvin J. Miller*  
 A survey of fire and marine insurance, the policy contract, terms, and conditions; hazards, rates, and coinsurance; legal concepts; types of underwriters; agency and brokerage; adjustment of losses; regulation and taxation.
- 36b. CASUALTY INSURANCE 3 semester hours  
*Wednesdays 7-9:30 Fall Mr. Melvin J. Miller*  
 A course designed for those actually engaged in insurance and for those handling insurance for large firms and organizations. The following topics are covered by lecture and discussion: public liability, automobile public liability and property damage, workmen's compensation, burglary, plate glass, accident and health, fidelity and surety, etc.
39. BUSINESS LAW 6 semester hours  
*Thursday 7-9:30 Session Mr. Knapp*  
 A consideration of contracts, agency, partnerships, corporations, negotiable instruments, bankruptcy, sales, personal relations, bailments, and property; Texas statutes affecting these subjects.
139. ADVERTISING PRINCIPLES AND PRACTICES 3 semester hours  
*Wednesdays 7-9:30 Fall Instructor to be announced*  
 A general survey of all phases of advertising designed to provide: (1) a working knowledge for those planning to follow other vocations; and (2) a foundation for further detailed study for those planning to enter the advertising profession. Instruction by text, class discussion, and frequent written exercises affording practice of the principles learned.
141. ADVERTISING COPY 3 semester hours  
*Wednesdays 7-9:30 Spring Instructor to be announced*  
 Principally a laboratory course involving detailed study of the fundamentals of forceful copywriting. Elements of layout and mechanics are included. Special attention given to local retail advertising problems. Instruction by text, lecture, supervised practice in class, independent outside assignments, and group discussion of all work.
149. BUSINESS STATISTICS 3 semester hours  
*Thursdays 7-9:30 Fall Mr. Boeck*  
 An introduction to statistical methods with their application to the problems of economics and business.
151. GOVERNMENT REGULATION OF BUSINESS 3 semester hours  
*Thursdays 7-9:30 Spring Mr. Boeck*  
 A study of state and federal legislation affecting business. Selected cases will be studied, with the view of determining the nature and extent of government regulation. Special attention given to contemporary problems of government regulation. *Enrollment in this*

course is limited to seniors and graduates with the approval of the instructor.

## CHEMISTRY

12. ELEMENTARY CHEMISTRY (INORGANIC) 6 semester hours  
*Lecture, Mondays 7-9:00*  
*Laboratory, Wednesdays 7-10:00* Session Mr. Hogan  
 An introduction to the study of the fundamental principles of the science of chemistry through a comparative study of a limited number of elements and their compounds. Lab. fee \$10.00 (fall), \$6.00 (spring), breakage fee \$5.00 (refundable).

## DRAWING

212. MECHANICAL DRAWING 2 semester hours  
*Tuesdays and Fridays 7-10:00* Fall Instructor to be announced  
 A basic course in technical drawing. Includes care and use of drawing instruments, practice in freehand lettering, geometric constructions, orthographic projections, pictorial drawing, dimensioning, sectioning, and working drawings. Tuition: \$14.00.
113. MECHANICAL DRAWING 1 semester hour  
*Tuesdays 7-10:00 and 1 hour to be arranged*  
 Spring Instructor to be announced  
*Prerequisite: Drawing 212.*  
 A continuation of Drawing 212. Includes elementary parts of machines, details, tracing, and blue-printing. Tuition: \$7.00.
311. DESCRIPTIVE GEOMETRY 3 semester hours  
*Mondays and Fridays 7-10:00* Spring Instructor to be announced  
*Prerequisite: Drawing 212 or one high school unit of plane geometry.*  
 A study of the graphics of space. Problems relating to points, lines, planes, intersections of solids and development of surfaces. The theory of mechanical drawing. Two hours laboratory and two hours lecture per week. Tuition: \$21.00.

## ECONOMICS

21. PRINCIPLES OF ECONOMICS 6 semester hours  
*Mondays 7-9:30* Session Mr. Oliver  
 An introductory course to acquaint the student with the fundamental principles which underlie economic relations and activities. The object will be to guide the student into clear and accurate thinking on the leading characteristics of the present economic system and to open the field for advanced study.
121. BUSINESS ECONOMICS 3 semester hours  
*Mondays 7-9:30* Spring Mr. Oliver  
 The principles of economics as applied to current problems in commerce, industry, and finance. The course covers the following topics: labor organization and problems, money and banking, government regulation and control, forms of business organization, corporate management and control, advantages and disadvantages of large scale production, and many other topics of current interest and importance. This course covers the needs of the candidates for the several certificates in business administration, and also part of Part III of the C.L.U. course.
136. LABOR PROBLEMS 3 semester hours  
*Mondays 7-9:30* Fall Mr. Mundhenke  
 This course is open to juniors and seniors who have not had Economics 21. It may, by permission, be accredited as sociology.  
 An attempt to analyze the causes of industrial unrest and other labor

problems, and to understand the reactions of various groups to these conditions. Special emphasis given to the American labor movement, its objects, tactics, and accomplishments. Current activities and trends in the labor movement during the present defense program will be given thorough consideration.

- 40a. RAILROAD RATE STRUCTURES 3 semester hours  
*Thursdays 7-9:30 Fall and Spring Mr. Hill*  
*Prerequisite: Economics 21 and 131, or adequate experience in the transportation field.*  
 A course in railroad freight rates and freight classification. Practice in the use of freight tariffs and the consolidated freight classification. A study of Interstate Commerce Commission regulations governing rates and classification and of the regulations of the Railroad Commission of Texas.
- 40b. RAILROAD RATE STRUCTURES (ADVANCED) 3 semester hours  
*Thursdays 7-9:30 Fall and Spring Mr. Hill*  
 A continuation of Economics 40a.
141. PROBLEMS IN TRAFFIC MANAGEMENT 3 semester hours  
*Thursdays 7-9:30 Fall and Spring Mr. Hill*  
*Prerequisite: Economics 40b.*  
 Advanced study of railroad freight rates. A study of the diversion and demurrage rules with practical examples. Some time is devoted to the questions of rates and their divisions, water rates and their influence on rail rates.
149. MODERN ECONOMIC REFORM 3 semester hours  
*Mondays 7-9:30 Spring Mr. Mundhenke*  
*Prerequisite: 12 semester hours in economics.*  
 A critical analysis of the proposed major reforms of the existing economic organization of society. Course begins with an analysis of capitalism and ends with an analysis of the American proposals for a planned economy.
161. CURRENT ECONOMIC PROBLEMS 3 semester hours  
*Hours by appointment Fall Mr. Mundhenke*  
*Open to graduates only. Registrations in this course must be approved by the head of the Economics Department and, in the case of candidates for the M.B.A. degree, by the head of the Economics Department and the Director of the School of Business.*

## EDUCATION

142. OBSERVATION AND PRACTICE TEACHING IN HIGH SCHOOL 3 semester hours  
*Saturdays 10-12:30 Fall and Spring Mr. Crouch*  
*Open to seniors, and juniors in the last half of the junior year, provided they have completed one year in high school education including 141. This course is required for the six-year and permanent High School Certificates.*
144. DIRECTED LEARNING IN THE ELEMENTARY SCHOOL 3 semester hours  
*Saturdays 9-11:30 Fall Mr. Dougherty*  
*For juniors (sophomores by permission).*  
*Prerequisite: Education 121.*  
 This course includes a study of teaching procedures employed in stimulating and directing the learning activities of pupils at the elementary school level. Special attention is given to teaching and learning techniques applicable to the various elementary school subjects.

145. DIRECTED OBSERVATION AND TEACHING IN THE  
ELEMENTARY SCHOOL (Formerly 135) 3 semester hours  
*Saturdays 9-11:30 Spring Mr. Dougherty*  
*For juniors and seniors.*  
*Prerequisite: Education 121 and 131.*  
A course designed to give the student opportunity to make practical application of the theory learned in preceding educational courses. The student begins as an observer and helper and progresses during the semester to the extent that he may be placed in charge of class activities.
50. ADVANCED EDUCATIONAL PSYCHOLOGY 6 semester hours  
*Mondays 7-9:30 Session Mr. R. A. Smith*  
*Prerequisites: Biology 11, Psychology 121 and two years of education. For seniors and graduates.*
150. SUPERVISION OF INSTRUCTION 3 semester hours  
*Tuesdays 7-9:30 Spring Mr. Dougherty*  
*For seniors and graduates*  
A course in the supervision of instructional activities of the teacher with the view of improving them. It is designed for principals, supervisors, and superintendents. It is primarily concerned with the historical development, aims, and principles of supervision, classroom visitation, teacher conferences, teachers' meetings, demonstrations and teacher evaluation.
- 51a. ELEMENTARY SCHOOL ADMINISTRATION 3 semester hours  
*Tuesdays 7-9:30 Fall Mr. Dougherty*  
*For Seniors and Graduates.*  
*Prerequisite: Education 121 and 120.*  
A study of the practical problems of organization and administration of the elementary school as encountered by elementary school principals, supervisors and superintendents. Particular attention is directed to the work of the elementary school principal—his duties, powers, responsibilities, and his professional relationship to teachers, supervisors, and superintendent.
- 52a. READING IN THE MODERN ELEMENTARY SCHOOL 3 semester hours  
*Mondays 7-9:30 Fall Mr. Dougherty*  
A comprehensive study of the fundamental problems and techniques of reading instruction in grades one through six. Reading readiness, mechanics, interests, and content of reading program are considered. Second half is a study of suitable literature for children six to twelve years of age.
- 52b. ARITHMETIC IN THE MODERN ELEMENTARY SCHOOL 3 semester hours  
*Mondays 7-9:30 Spring Mr. Dougherty*  
This course attempts to help the prospective teacher, and teacher of experience, direct the number experiences and develop quantitative thinking in children. Arithmetic readiness, grade placement, and functional content are emphasized. Students who desire graduate credit will be expected to investigate modern textbooks and the more recent researches concerning the teaching of arithmetic.
- 57b. MEASUREMENT IN HIGH SCHOOL 3 semester hours  
*Thursdays 7-9:30 Fall Mr. R. A. Smith*
159. EDUCATIONAL AND VOCATIONAL GUIDANCE IN  
HIGH SCHOOLS 3 semester hours  
*Thursdays 7-9:30 Spring Mr. R. A. Smith*
60. THESIS SEMINAR 6 semester hours  
*Time to be arranged Session Mr. R. A. Smith and Mr. Dougherty*
- 66ab. SEMINAR IN EDUCATIONAL PROBLEMS 6 semester hours  
*Wednesdays 7-9:30 Session Mr. R. A. Smith*

## ENGLISH

11. RHETORIC AND COMPOSITION 6 semester hours  
*Fall*  
 11a. Mondays 7-9:30  
 Tuesdays 7-9:30  
*Spring*  
 11a. Tuesdays 7-9:30  
 11b. Mondays 7-9:30  
 Tuesdays 7-9:30  
 This is the regular freshman English course required of all students. Course content is adapted to the needs of employed persons and students of business. It is also suitable for majors in the sciences and liberal arts.
24. ENGLISH PROSE AND POETRY 6 semester hours  
*Thursdays 7-9:30 Session Mrs. Bailey*  
 This is the regular sophomore literature course required of all students. Content is especially adapted to meet the needs of employed persons.
- 35b. SHAKESPEARE, 1600-1612 3 semester hours  
*Thursdays 7-9:30 Fall Miss Major*  
 An intensive study of *Hamlet*, *Lear*, and *Othello*, with a less detailed examination of other tragedies and of the romances.
- 53a. MILTON 3 semester hours  
*Thursdays 7-9:30 Spring Miss Smith*  
 A study of Milton both as a poet and as a leader of seventeenth century English thought.

## FRENCH

11. FIRST YEAR 6 semester hours  
*Mondays 7-9:30 Session Miss Hall*  
 The elements of grammar, with special emphasis on pronunciation, and easy conversation. Reading of a simple text.
21. SECOND YEAR 6 semester hours  
*Wednesdays 7-9:30 Session Instructor to be announced*  
 Review of grammar, composition; reading of a number of stories and plays in class and outside, and conversation.

## GOVERNMENT

127. AMERICAN STATE AND LOCAL GOVERNMENT 3 semester hours  
*Wednesdays 7-9:30 Spring Mr. Lord*  
 A basic course in American state, county and municipal government, with special emphasis on present-day problems.  
*This course will count as three of the six required hours in government for teachers' certificate, pre-law and pre-medical courses.*
128. AMERICAN GOVERNMENT 3 semester hours  
*Wednesdays 7-9:30 Fall Mr. Lord*  
 A study of American government, its organization, functions and processes.  
*This course will count as three of the six required hours in American government for teachers' certificate, pre-law and pre-medical courses. It also satisfies the government requirement in Section III of the C.L.U. course. Required of all majors and minors in government.*
130. MUNICIPAL ADMINISTRATION 3 semester hours  
*Tuesdays 7-9:30 Fall Mr. Bernard Smith*  
 A course designed to give a broad working knowledge of the technique and management of municipal affairs. The following topics are included: effective municipal organization, planning and control of revenues and expenditures, public works activities, management

and control of police activities, the fire department and fire records, local welfare, municipal research, etc.

### HISTORY

- 32ab. HISTORY OF THE UNITED STATES 6 semester hours  
*Thursdays 7-9:30* Session *Mr. Garrett*  
 A desirable course for majors and minors in history, especially those planning to teach. A detailed study of the political, social and economic development of the United States. If the student has sophomore standing or above this course is acceptable in lieu of History 12 as a required course for the degree.
161. SEMINAR IN MODERN EUROPEAN HISTORY 3 semester hours  
*Thursdays 7-9:30* Spring *Mr. True*
165. SEMINAR IN HISPANIC-AMERICAN HISTORY 3 semester hours  
*Thursdays 7-9:30* Fall *Mr. Hammond*

### HOME ECONOMICS

121. TEXTILES 3 semester hours  
*Tuesdays 7-9:30* Spring *Miss Enlow*  
*Prerequisite: Chemistry 11 or practical experience in textiles and/or merchandising.*  
 A study of textile fabrics, cloth construction, finishing, adulteration, and the identification of textile fabrics.

### JOURNALISM

131. JOURNALISTIC WRITING 3 semester hours  
*Tuesdays 7-9:30* Spring *Mr. Ridings*  
 A course designed to give individual attention to the student. Opportunity will be given for study and practice in various forms of journalistic writing.
139. ADVERTISING PRINCIPLES AND PRACTICES 3 semester hours  
*Wednesdays 7-9:30* Fall *Instructor to be announced*  
 A general survey of all phases of advertising designed to provide: (1) a working knowledge for those planning to follow other vocations; and (2) a foundation for further detailed study for those planning to enter the advertising profession. Instruction by text, class discussion, and frequent written exercises affording practice of the principles learned.
141. ADVERTISING COPY 3 semester hours  
*Wednesdays 7-9:30* Spring *Instructor to be announced*  
 Principally a laboratory course involving detailed study of the fundamentals of forceful copywriting. Elements of layout and mechanics are included. Special attention given to local retail advertising problems. Instruction by text, lecture, supervised practice in class, independent outside assignments, and group discussion of all work.

### MATHEMATICS

- 12ab. FRESHMAN MATHEMATICS 6 semester hours  
*Wednesdays 7-9:30* Session *Mr. Sparks*  
*Prerequisite: Two units of high school mathematics.*  
 This course is designed to meet the needs of students in social sciences, business administration, pre-law, and education. It is a study of the essential principles of algebra and trigonometry, and their application in figuring insurance, statistics, and graphical methods. Mathematics of Finance (formerly known as Mathematics 117) is incorporated in this course. It is not a prerequisite for advanced courses in mathematics.

115. COLLEGE ALGEBRA 3 semester hours  
*Mondays 7-9:30* *Fall* *Instructor to be announced*  
*Prerequisite: Two units of high school mathematics.*  
 A course in algebra designed to meet requirements of other schools that require a standard course in algebra and to prepare a student to teach algebra in a secondary school.
116. PLANE TRIGONOMETRY 2 semester hours  
*Thursdays 7-9:30* *Fall* *Instructor to be announced*  
*Prerequisite: Two units of high school mathematics.*  
 A course in trigonometry designed to meet requirements of other schools that require a standard course in trigonometry and to prepare a student to teach trigonometry in a secondary school.
118. ANALYTICAL GEOMETRY 3 semester hours  
*Thursdays 7-9:30* *Spring* *Instructor to be announced*  
*Prerequisite: Mathematics 115 and 116.*  
 A study of the straight line, conic sections, and loci problems.

### PHYSICAL EDUCATION

143. CURRICULUM AND METHODS IN HEALTH 3 semester hours  
*Thursdays 4-6:30* *Spring* *Mrs. Murphy*  
 A course in construction and methods. Covers Health Education and Health Service. Emphasis is placed upon developing a course of study for the elementary grades. This course meets the state requirement for three semester hours credit in Methods of Health.
150. CURRICULUM CONSTRUCTION IN PHYSICAL  
 EDUCATION 3 semester hours  
*Thursdays 4-6:30* *Fall* *Mrs. Murphy*

### PSYCHOLOGY

121. GENERAL PSYCHOLOGY 3 semester hours  
*Tuesdays 7-9:30* *Fall* *Miss Fritz*  
 This course provides a general introduction to the field of psychology and is a prerequisite to advanced courses.
128. APPLIED PSYCHOLOGY 3 semester hours  
*Tuesdays 7-9:30* *Spring* *Miss Fritz*  
*Prerequisite: Psychology 121.*  
 Deals with the application of psychology to education, medicine, industry, advertising, and salesmanship, and their mental laws. A further orientation course following 121.
135. SOCIAL PSYCHOLOGY 3 semester hours  
*Thursdays 7-9:30* *Spring* *Miss Fritz*  
*Prerequisite: Psychology 121.*  
 A study of social groups and the psychological principles underlying their maintenance.
137. PSYCHOLOGY OF ADJUSTMENT 3 semester hours  
*Thursdays 7-9:30* *Fall* *Miss Fritz*  
*Prerequisite: Psychology 121.*  
 An approach to the problems of human adjustment in an objective manner. It is psychology applied to those problems which must be faced by the lawyer, teacher, physician, salesman, and parent. This course applies both in the fields of Psychology and Education.

### PUBLIC SPEAKING

23. PRACTICAL PUBLIC SPEAKING 6 semester hours  
*Thursdays 7-9:30* *Session* *Mr. Fallis and Mrs. Norton*  
 This course is for those who wish to master the practical elements of public speech for practical use in professional careers, or ordinary use in business. A part of each class period is devoted to drill.

## SECRETARIAL SCIENCE

See BUSINESS ADMINISTRATION

## SOCIOLOGY

135. INTRODUCTION TO SOCIAL WORK 3 semester hours  
*Mondays 7-9:30 Fall Mr. Porterfield*  
*Open to sophomores, juniors, and seniors.*  
 Historical survey of philanthropy and rise of scientific social work. The principles, problems, and technique of social work will be studied. The course will consist of lectures, visits to clinics and social agencies.
140. SOCIAL WELFARE AND NATIONAL DEFENSE 3 semester hours  
*Mondays 7-9:30 Spring Mr. Porterfield and Staff*  
 This course is a survey of the National Defense program as a factor in the changing picture of social welfare and of the place of social welfare in national defense. Problems of housing, of the family, of economic displacement, of personal and social disorganization, of community organization and morale will receive attention. Assignments, discussions, readings in current social work literature, and lectures by specialists will be featured in the course.
141. JUVENILE DELINQUENCY 3 semester hours  
*Tuesdays 7-9:30 Fall Mr. Leonard*  
 A study of the factors in the causation, treatment, and prevention of juvenile delinquency with special emphasis upon planning for prevention and control.
147. SOCIAL PSYCHIATRY 3 semester hours  
*Thursdays 7-9:30 Spring Dr. Marquart*  
*Prerequisite: Six hours in psychology, mental hygiene, or sociology.*  
 A course dealing with some of the clinical aspects of problems in maladjustment and mental hygiene with practical applications to everyday life. Case studies will be assigned from a group of maladjusted children. Not too much time will be spent in the consideration of the psychoses. Some of the topics considered are: child guidance, alcoholism, delinquency, pastoral problems, narcotic addiction, fears, the various schools of psychiatric thought, insanity, physiological upsets due to emotion, enlargement of personality, etc.
148. SOCIAL PSYCHIATRY—ADVANCED 3 semester hours  
*Thursdays 7-9:30 Fall Dr. Marquart*  
*Prerequisite: Sociology 147 or its equivalent in practical experience.*  
 A continuation of course 147 with more detailed case studies. Techniques of progressive relaxation, further consideration of suicidal tendencies, and problems and tendencies of the personality to work against itself; also other related problems.

## SPANISH

11. PRACTICAL SPANISH (FIRST YEAR COURSE) 6 semester hours  
*Mondays 7-9:30 Session Instructor to be announced*  
 This course emphasizes rapid reading and beginning conversation, including the idioms of every day speech; the usual syntax and classical vocabulary is also included. This course is prerequisite to advanced work in Spanish.
21. SECOND YEAR 6 semester hours  
*Tuesdays 7-9:30 Session Instructor to be announced*  
 Review of grammar, composition; reading of a number of stories and plays in class and outside, and conversation.

## TRANSPORTATION

See ECONOMICS

For further information regarding registration, or for additional copies of this catalog, address

**S. W. HUTTON, Registrar**  
**TEXAS CHRISTIAN UNIVERSITY**  
**FORT WORTH, TEXAS**

For other information, address

**A. L. BOECK, Director**  
**THE EVENING COLLEGE**  
**TEXAS CHRISTIAN UNIVERSITY**  
**FORT WORTH, TEXAS**