

THE UNIVERSITY OF OREGON

EUGENE

OREGON



THE SCHOOL OF BUSINESS ADMINISTRATION

ANNOUNCEMENTS
1921-1922

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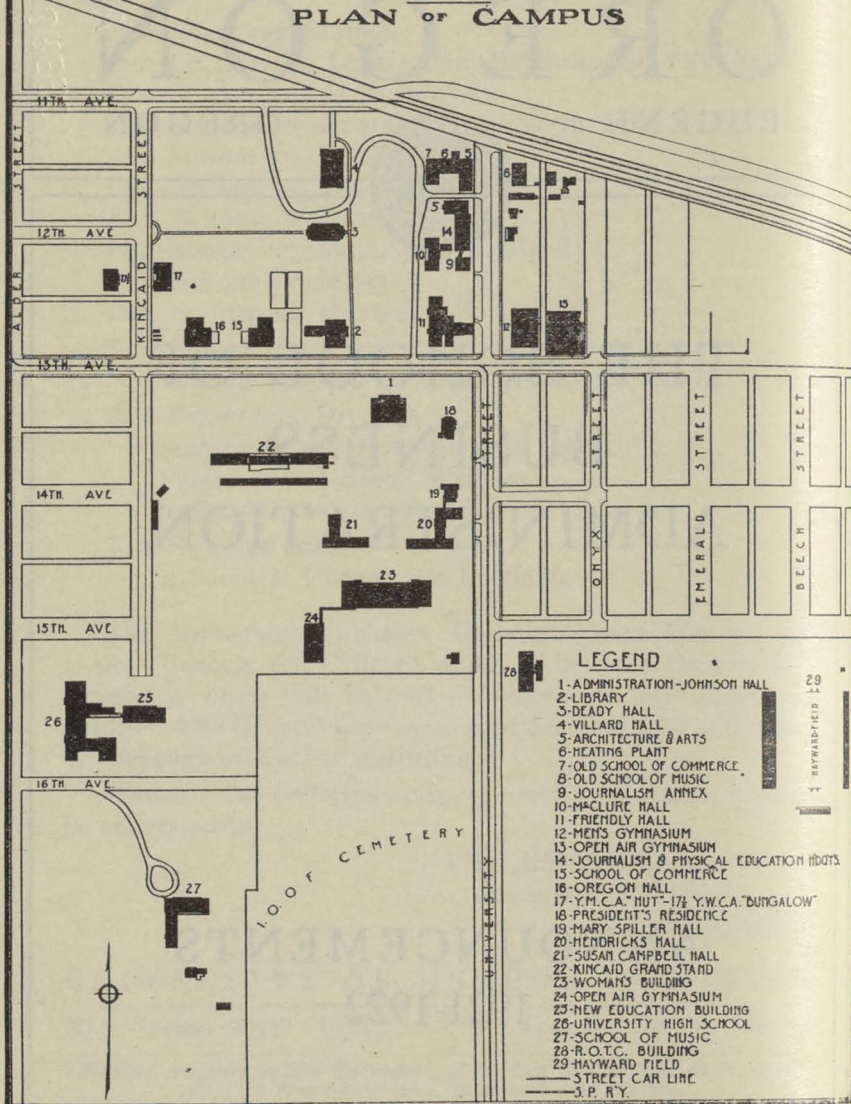
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UNIVERSITY OF OREGON

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BOARD OF REGENTS

OFFICERS

HON. JAMES W. HAMILTON, President

HON. A. C. DIXON, Vice-President

L. H. JOHNSON, Secretary

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HON. SAM KOZER, Secretary of StateSalem

HON. J. A. CHURCHILL, Superintendent of Public Instruction

.....Salem

APPOINTED BY THE GOVERNOR

Name and Address	Term Expires
HON. A. C. DIXON, Eugene.....	April 15, 1923
HON. CHAS. H. FISHER, Eugene	April 15, 1923
HON. JAMES W. HAMILTON, Roseburg.....	April 15, 1925
MRS. G. T. GERLINGER, Dallas.....	April 15, 1927
HON. C. C. COLT, Portland.....	April 15, 1927
HON. HENRY MCKINNEY, Baker.....	April 15, 1927
HON. HERBERT GORDON, Portland.....	April 15, 1929
HON. C. E. WOODSON, Heppner.....	April 15, 1929
HON. VERNON H. VAWTER, Medford.....	April 15, 1931
HON. WILLIAM S. GILBERT, Astoria.....	April 15, 1933

CALENDAR, 1921

JULY	AUGUST	SEPTEMBER
S M T W T F S	S M T W T F S	S M T W T F S
3 4 5 6 7 8 9	1 2 3 4 5 6	1 2 3
10 11 12 13 14 15 16	7 8 9 10 11 12 13	4 5 6 7 8 9 10
17 18 19 20 21 22 23	14 15 16 17 18 19 20	11 12 13 14 15 16 17
24 25 26 27 28 29 30	21 22 23 24 25 26 27	18 19 20 21 22 23 24
31	28 29 30 31	25 26 27 28 29 30
OCTOBER	NOVEMBER	DECEMBER
S M T W T F S	S M T W T F S	S M T W T F S
2 3 4 5 6 7 8	1 2 3 4 5	1 2 3
9 10 11 12 13 14 15	6 7 8 9 10 11 12	4 5 6 7 8 9 10
16 17 18 19 20 21 22	13 14 15 16 17 18 19	11 12 13 14 15 16 17
23 24 25 26 27 28 29	20 21 22 23 24 25 26	18 19 20 21 22 23 24
30 31	27 28 29 30	25 26 27 28 29 30 31

CALENDAR, 1922

JANUARY	FEBRUARY	MARCH
S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4 5 6 7	1 2 3 4	1 2 3 4
8 9 10 11 12 13 14	5 6 7 8 9 10 11	5 6 7 8 9 10 11
15 16 17 18 19 20 21	12 13 14 15 16 17 18	12 13 14 15 16 17 18
22 23 24 25 26 27 28	19 20 21 22 23 24 25	19 20 21 22 23 24 25
29 30 31	26 27 28	26 27 28 29 30 31
APRIL	MAY	JUNE
S M T W T F S	S M T W T F S	S M T W T F S
2 3 4 5 6 7 8	1 2 3 4 5 6	1 2 3
9 10 11 12 13 14 15	7 8 9 10 11 12 13	4 5 6 7 8 9 10
16 17 18 19 20 21 22	14 15 16 17 18 19 20	11 12 13 14 15 16 17
23 24 25 26 27 28 29	21 22 23 24 25 26 27	18 19 20 21 22 23 24
30	28 29 30 31	25 26 27 28 29 30
JULY	AUGUST	SEPTEMBER
S M T W T F S	S M T W T F S	S M T W T F S
2 3 4 5 6 7 8	1 2 3 4 5	1 2
9 10 11 12 13 14 15	6 7 8 9 10 11 12	3 4 5 6 7 8 9
16 17 18 19 20 21 22	13 14 15 16 17 18 19	10 11 12 13 14 15 16
23 24 25 26 27 28 29	20 21 22 23 24 25 26	17 18 19 20 21 22 23
30 31	27 28 29 30 31	24 25 26 27 28 29 30

UNIVERSITY CALENDAR 1921-1922

SUMMER SESSIONS

June 20, Monday	Portland Session opens. Registration.
June 22, Wednesday	Eugene Session opens. Registration.
July 4, Monday	Independence day. A holiday.
July 29, Friday	Portland Session closes.
July 30, Saturday	Eugene Session closes.

FALL TERM

September 24, Saturday	Fall term opens. Examination in English Composition for Freshmen.
September 26, Monday	Registration day for upper class students.
September 27, Tuesday	Registration day for Freshmen.
September 28, Wednesday	All University work begins.
October 6, Thursday	Faculty meeting.
October 6, Thursday	Regular meeting Associated Students.
October 11, Tuesday	Last date in term for change of course.
November 1, Tuesday	Last date in term for withdrawal from class.
November 3, Thursday	Faculty meeting.
November 24, Thursday	Thanksgiving day.
December 1, Thursday	Faculty meeting.
December 5, 6, Monday, Tuesday	Examinations for the removal of conditions.
December 8, Thursday	Regular meeting of Associated Students.
December 10, Saturday	Meeting of Athletic Council.
December 14, 15, 16	Term examinations.
December 17, Saturday, to January 2, Monday	Christmas vacation.

WINTER TERM

January 3, Tuesday	Registration day.
January 4, Wednesday	Classes open.
January 5, Thursday	Faculty meeting.
January 10, Tuesday	Last date in term for change of course.
February 1, Wednesday	Last day in term for withdrawal from class.
February 2, Thursday	Faculty meeting.
February 22, Wednesday	Washington's birthday. A holiday.
March 2, Thursday	Faculty meeting.
March 9, Thursday	Regular meeting Associated Students.
March 11, Saturday	Athletic Council meeting.
March 22, 23, 24	Term examinations.
March 25, Saturday, to April 2, Sunday	Spring vacation.

SPRING TERM

April 3, Monday	Registration day.
April 4, Tuesday	Classes open.
April 6, Thursday	Faculty meeting.
April 10, Monday	Last date in term for change of course.
April 23, Saturday	Filing of Failing and Beekman orations.
May 1, Monday	Last day in term for withdrawal from class.
May 1, 2, Monday, Tuesday	Examinations for the removal of conditions.
May 4, Thursday	Faculty meeting.
May 4, Thursday	Annual meeting Associated Students.
May 12, 13, Friday, Saturday	Junior week-end.
May 30, Tuesday	Memorial day. A holiday.
June 1, Thursday	Faculty meeting.
June 1, Thursday	Associated Students meeting.
June 14, 15, 16	Term Examinations.
June 16, Friday	Flower and Fern Procession, 7 p. m.
June 16, Friday	Failing and Beekman orations, 8 p. m.
June 17, Saturday	Alumni Day.
June 18, Sunday	Baccalaureate sermon, 11 a. m.
June 19, Monday	Commencement, 10 a. m.

OFFICERS OF ADMINISTRATION AND INSTRUCTION

THE UNIVERSITY

P. L. CAMPBELL, B.A., LL.D.	President
LOUIS H. JOHNSON	Comptroller
KARL W. ONTHANK, M.A.	Executive Secretary
CARLTON E. SPENCER, A.B., LL.B.	Registrar
JOHN STRAUB, M.A., Lit.D.	Dean of Men
ELIZABETH FREEMAN FOX, B.A.	Dean of Women
WILBUR K. NEWELL	Superintendent of University Properties
M. H. DOUGLASS, M.A.	Librarian

THE COLLEGES AND THE SCHOOLS

GEORGE REBEC, Ph.D.	Dean of the Graduate School
COLIN VICTOR DYMENT, B.A.	
.....	Dean of the College of Literature, Science, and the Arts
ELLIS F. LAWRENCE, M.S.	Dean of the School of Architecture
EDWIN CLYDE ROBBINS, Ph.D.	
.....	Dean of the School of Business Administration
HENRY DAVIDSON SHELDON, Ph.D.	Dean of the School of Education
ERIC W. ALLEN, B.A.	Dean of the School of Journalism
WILLIAM G. HALE, B.S., LL.B.	Dean of the School of Law
RICHARD B. DILLEHUNT, B.S., M.D.	Dean of the School of Medicine
JOHN J. LANDSBURY, Mrs.D.	Dean of the School of Music
JOHN FREEMAN BOVARD, Ph.D.	
.....	Dean of the School of Physical Education
FREDERIC G. YOUNG, B.A., LL.D.	Dean of the School of Sociology
EARL KILPATRICK, B.A.	
.....	Director of Extension Division and Summer Schools

THE SCHOOL OF BUSINESS ADMINISTRATION

THE FACULTY

PRINCE L. CAMPBELL, B.A., LL.D. (Colorado)*President of the University*
EDWIN CLYDE ROBBINS, Ph.D. (Columbia) *Dean of the School of Business Adm.*
.....*Professor of Labor Management*
MADELINE MCMANUS, Ph.B. (Chicago)*Secretary;*
.....*Assistant Professor of Office Organization and Management*
CARLTON E. SPENCER, LL.B. (Oregon)*Registrar of the University*
M. H. DOUGLASS, M.A. (Grinnell)*Librarian*

ROBERT PERKINS BASS, M.A. (Dartmouth)*Professor of Industrial Relations*
THOMAS J. BOLITHO, B.A. (Washington State)*Professor of Accounting*
EDWIN R. BRYSON*Lecturer in Law*
MERTON K. CAMERON, M.A. (Harvard)*Professor of Economics*
PETER C. CROCKATT, M.A. (Oregon)*Professor of Economics*
WILLIAM C. DALZELL, J.D. (Stanford)*Professor of Law*
EDGAR E. DECOU, M.S. (Chicago)*Professor of Mathematics*
*GEORGE A. DENFELD, B.A. (Wisconsin)*Professor of Traffic Management*
ANDREW FISH, M.A. (Oregon)*Assistant Professor of English*
FRANKLIN E. FOLTS, B.A. (Oregon)*Instructor in Business Finance*
JAMES H. GILBERT, Ph.D. (Columbia)*Professor of Economics*
WILLIAM GREEN HALE, LL.B. (Harvard)*Dean of the School of Law*
CARLTON M. HOGAN, M.A. (Illinois)*Professor of General Business*
PHILIP JANNEY, B.A. (Oregon)*Instructor in Accounting*
ALFRED L. LOMAX, (Washington)*Professor of Foreign Trade*
VERNE R. MCDUGLE, M.A. (Oregon)*Professor of Accountancy*
WILLIAM EDMUND MILNE, Ph.D. (Harvard)*Professor of Mathematics*
FRANK R. RUTTER, Ph.D. (Johns Hopkins)*Professor of Foreign Trade*
SAM BASS WARNER, LL.B. (Harvard)*Professor of Law*
JOHN R. WHITAKER, B.S. (Pennsylvania)*Professor of Marketing and Selling*
FLORENCE WHYTE, B.A. (California)*Instructor in Spanish*

*Resigned.

SCHOOL OF BUSINESS ADMINISTRATION

UNIVERSITY OF OREGON

ORGANIZATION AND PURPOSE

The University of Oregon recognizes that the laws which determine sound business administration are capable of scientific demonstration and class room analysis in much the same manner as are the principles that underlie Law, Medicine, Engineering and similar professions. In order that students who wish to enter business should have the fullest opportunity to prepare themselves, the University in 1914 created a separate School of Commerce. The major function of this school is to teach the principles of business administration, and this major purpose was recognized by the Board of Higher Curricula in April, 1921, when it authorized the change of name from School of Commerce to School of Business Administration. The school also carries on research in various fields of industrial endeavor and is always glad to place its facilities at the disposal of the business men and the business organizations of the state.

The work offered in business administration should be clearly distinguished from many so-called commercial courses offered by various institutions. The curriculum is unique, in that it is centered around problems of business management. The school is frankly not interested in graduating stenographers, typists, bookkeepers, filing clerks and so on, even while recognizing that such persons are a necessary part of present day business organization. It prefers to devote all its energies and resources to preparing executives. Careful investigations show that the business manager must receive a different kind of training from that of his clerk, for he must have a mastery of the basic principles of successful business beyond the daily office routine. Hence, the training which fits a clerk is no longer considered sufficient to prepare for executive positions.

The manager must have ability to analyze problems from a broad point of view. In this respect the School of Business Ad-

ministration is particularly fortunate in that it is co-ordinated with a strong College of Literature, Science and Arts and energetic schools of Law, Journalism, Architecture and Sociology, where exactly the kind of broadening courses needed by the business man of today can be secured. Every resource of the University is brought into play to develop high minded, thoroughly trained men and women for administrative leadership in the business life of the state and nation.

ENTRANCE REQUIREMENTS

REQUIREMENTS FOR ADMISSION TO THE FRESHMAN CLASS

To be admitted to the freshman class a student must have completed a four-year high school course or its equivalent, requiring not less than fifteen units of work as outlined below. The term "unit" means the equivalent of five recitations per week of not less than forty minutes each, in one branch of study, for a school year of not less than thirty-six weeks.

No one (with the exception of bona fide special students) will be admitted who does not have the full fifteen units.

Certificates of required entrance units from accredited high schools, or academies, or preparatory departments of colleges in the State of Oregon, will be accepted in lieu of entrance examinations. Certificate blanks will be supplied by the Registrar of the University on request.

Certificates from a high school or other secondary school in another state may be accepted in favor of the recommended graduate thereof, provided such school has been examined and accredited by the state university of that state.

Credentials should be filed with the Registrar at least two weeks before the opening day of the term at which the applicant expects to enter the University. Failure to do this may make it impossible for the student's credentials to be passed upon in time to enable the student to avoid the payment of the late registration fee.

Credentials filed become the permanent property of the University.

UNIFORM REQUIREMENTS

In March, 1921, certain uniform requirements were recommended to the various institutions of Higher Education in Oregon by the committee on Uniform Standards and Entrance Requirements, from the Department of Higher Education of the State Teachers Association, representing approximately all the colleges, universities and normal schools in the State. These recommendations were adopted by all these institutions, including the University of Oregon, and (with a reservation in the case of the School of Business Administration) are as follows:

(a) Entrance without deficiency to the colleges, universities, and normal schools of Oregon should be contingent upon presentation of at least ten units in English, mathematics, foreign languages (including Latin), laboratory sciences and history (including civics). It is left to the individual institution to distribute these units according to their respective inclinations.

(b) The number of units in English should be three or four, and in these emphasis should fall upon syntax and upon composition of original character.

(c) The remaining five units may be taken in any subject regularly or occasionally offered in the high school course of study in this state (such as agriculture, drawing, art, manual training, domestic science and commerce).

(d) It is recommended to high schools that students taking as many as five units of work, outside the five departments mentioned in section (a), should take significant amounts of each subject, to the end that the five units may not be merely a smattering of a number of these electives.

PRESCRIBED SUBJECTS

The University of Oregon makes the following specific requirements. For admission to all schools and departments except the School of Business Administration ten prescribed units must be offered, distributed as follows:

English	3 units
Algebra	1 unit
Plane Geometry	1 unit
One Foreign Language	2 units
History	1 unit
One Science	1 unit
Additional in above subjects....	1 unit

10 units

The science requirement may be satisfied with a full year's work in any of the following: Physics, Chemistry, Botany, Zoology, Biology, or General Science, provided it includes a substantial amount of competently supervised laboratory work.

Students are urged to present two units of foreign language, but if they are unable to do so, they will be permitted to enter conditionally and to substitute for the foreign language the same number of units of other work. However, students entering without any foreign language are required to take in the University fifteen term hours of foreign language, and those offering only one year, nine term hours in addition to the University language requirements.

Under (e) no credit shall be granted for drill, spelling, penmanship, physical training, or for work which may be classed as largely or purely a student activity.

SCHOOL OF BUSINESS ADMINISTRATION

Students are accepted in the School of Business Administration upon fulfillment of the regular entrance requirements as outlined above, or they may enter under the following provisions:

Seven units may be submitted in the prescribed subjects (English, Mathematics, Languages, History and Science). The remaining units may be chosen from those listed in group (c); provided at least four of the units presented from group (c) are in Commerce.

Students entering under the latter provision may not subsequently change their enrollment to any other school or department without fulfilling the regular entrance requirements.

REQUIREMENTS FOR ADMISSION TO SPECIAL STUDENT STANDING

The privileges of a special student are intended for those who, for any reason, are unable to complete a college course, but who are qualified by age, character, practical experience, purpose and habits of study to profit by University courses.

Persons of maturity, twenty years of age or over, and teachers in public and private schools, who present satisfactory credentials and testimonials, may be admitted as special students, and permitted to take one or more college courses for which they are fitted.

All applications for special student standing must be passed upon by the Committee on Special Students, who reserve the right to reject any petition, as they deem wise, and to discuss and change any proposed program of studies. Applicants must give evidence of a definite object to be attained by the courses sought.

A special student may become a candidate for a degree only by satisfying fully the matriculation and all other requirements made of regular students. College work of suitable character may be substituted for entrance requirements at the rate of nine term hours for each entrance unit.

ADMISSION TO ADVANCED STANDING

All applicants for advanced standing coming from other institutions of collegiate rank, must present a complete official transcript covering both their high school and college records, and a letter of honorable dismissal. These records must be filed with the Registrar on or before the day the student registers in the University.

No University credit is granted for excess high school units, except that students who have credits in Latin, German, French, Greek, Spanish, Higher Algebra or Trigonometry over and above the sixteen full units usually required for graduation from the high school may be permitted to take examinations for University credit. The maximum credit so allowed is on the basis of 9 term-hours for one high school credit. All examinations for such credit must be taken before the student attains upper division standing.

PHYSICAL AND MEDICAL EXAMINATIONS

All students whether freshmen or not, are required to have a physical examination upon entering the University. Examinations are conducted in the examination rooms of the physical education department during the week preceding the opening of the fall term and the first week of this term; on the Saturday preceding the opening of the winter and spring terms and during the first week of these terms. Every effort should be made to have the physical examination completed before regular university work begins, especially in the case of those whose physical condition makes it probable that some modification of the regular work in physical education must be made.

THE UNIVERSITY LIBRARY

STAFF

M. H. DOUGLASS, M.A.	<i>Librarian</i>
BEATRICE J. BARKER, Ph.B.	<i>Head Cataloguer</i>
CORABEL BIEN, B.A.	<i>Reference and Periodical Librarian</i>
MABEL EATON MCCLAIN, B.A., B.S.	<i>Circulation Librarian</i>
MARTHA E. SPAFFORD, B.A.	<i>Continuation Cataloguer</i>
RUDOLPH H. GJELSNES, B.A., B.L.S.	<i>Order Librarian</i>
CAMILLA LEACH	<i>Art Librarian</i>
MRS. ELLEN M. PENNELL	<i>Assistant</i>
EMMA STEPHENSON, B.A.	<i>Assistant</i>
GLADYS PLATT, B.A.	<i>Cataloguer</i>
R. BLANCHE HUGHES	<i>Accessions Clerk</i>
LOUISE DAVIS, B.A.	<i>Assistant</i>
MERLE HAMILTON	<i>Assistant</i>

The University library is a well-selected and rapidly growing collection of books numbering over 100,000 volumes. The regular annual appropriation for books and periodicals and for binding is \$10,000, which is occasionally supplemented by special appropriations to secure particular collections.

The library is supplied with the best general and special reference books; with the files of the principal American and English periodicals of general interest, and with many of the most useful sets of periodicals of special and scientific interest, both American and foreign. Over 700 periodicals are currently received, besides

many of the daily and weekly newspapers of the state. Bound files of about 90 Oregon newspapers are on hand.

The library is a depository for the public documents published by the United States government and also for Oregon state documents.

The annual appropriation for books is sufficient to provide for the books needed for use in connection with the courses given and for general reference work. It also makes possible the acquisition each year of a few of the larger and more expensive sets needed.

The library is open each week day from 7:45 a. m. to 10 p. m. On Sunday it is open from 2 to 6 p. m. Books, other than reference books and those especially reserved for use in the library, may be drawn for a period of one month, and at the expiration of that time renewed if there is no other demand for them. All persons connected with the University have the privilege of drawing books, and the use of the library for reference purposes is extended to the general public as well. Books that can be spared from the University are also loaned for a month at a time to other libraries, to superintendents and principals of Oregon schools, and to individual citizens of the state.

NEW COMMERCE HALL

The new Commerce Hall will be ready for occupancy for the fall term of 1921. This building represents one of the most complete and convenient equipments for training business administrators that can be found in the country. It has been planned with that express purpose and no efforts have been spared to fulfill every need of the future business man and woman.

The two large accounting laboratories deserve special mention. These rooms are arranged so that the student is given the same equipment that the modern accountant has in his office and thus is drawn into contact with the professional atmosphere of accounting, and accounting methods and procedure.

Large lecture rooms, class rooms, offices, a trophy and club room, a statistical laboratory and a reference room, containing current periodicals of the various fields of business in which training is given in the school, comprise the rest of the building.

STUDENT EXPENSES

FEES

In the undergraduate Schools and Colleges at Eugene there is a registration fee of \$10.75 per term. At the time of payment the student receives a ticket which admits him free of charge to all contests, concerts, games, etc., given on the campus by the Associated Students during the term. Graduate students pay a registration fee of \$6.00 per term. Members of the instructional staff registering for graduate work pay a registration fee of \$3.00 per term. In the Law School there is an additional fee of \$10.00 per term. For tuition and other fees in Medicine, Music, Summer School, and Extension courses, see the announcements of these schools.

Various laboratory, locker and other fees charged by the departments are listed in detail in the term schedules published at the beginning of each term. They usually range from \$1.00 to \$5.00 per term, according to the cost of materials consumed or other charges which have to be covered by them.

A diploma fee of \$10.00 is charge for each degree taken. The rules prescribe that no person shall be recommended for a degree until he has paid all dues, including the diploma fee.

The expenses of a student for a year naturally vary according to the person and the circumstances, and are especially hard to estimate at a time of rapidly fluctuating prices and costs. Board and room have during the past year been not far from \$35.00 per month. Students sometimes rent rooms and do light housekeeping, thus reducing the cost of living considerably.

STUDENT LOAN FUNDS

The University has secured, through the generosity of its friends, a number of Loan Funds which now amount to nearly \$10,000.00. Loans are made at a low rate of interest and every precaution is taken to safeguard against loss. The matter of loans is in the hands of a committee consisting of the President of the University, the Dean of Men, the Comptroller and the Registrar.

Applications for loans are made on blanks which may be procured from the Dean of Men. At present loans are not made before the beginning of the sophomore year.

The women of the University are eligible also to receive aid from the Scholarship Loan Fund of the State Federation of Women's Clubs, and the Scholarship Loan Fund of the Eugene branch of the Association of Collegiate Alumnae.

AID FOR SERVICE MEN

The State of Oregon has what is known as the Soldiers', Sailors', and Marines' Educational Financial Aid Law. The effect of the law in brief is this: Every honorably discharged soldier, sailor or marine who served the United States during the war with Germany who desires to attend any school in the state above the eighth grade may receive from the state \$25.00 a month, not to exceed \$200 for any one year, for four years. This includes every service man (except those who served in the Students' Army Training Corps) whether he served overseas or not, provided he was a citizen of Oregon when enlisted or inducted, even though he may have been temporarily outside the state when he went into the service.

SCHOLARSHIPS AND PRIZES

A considerable number of scholarships and prizes are open to students of the School of Business Administration on the same terms as to other students of the University. These are described in the Bulletin of General Information issued by the University.

• AWARDS AND SCHOLARSHIPS ESPECIALLY FOR STUDENTS IN SCHOOL OF BUSINESS ADMINISTRATION

PHI THETA KAPPA SCHOLARSHIP.—Phi Theta Kappa, national honorary commerce fraternity for women students, gives an annual scholarship of fifty dollars to a woman in the junior or senior class. This scholarship is awarded on the basis of high scholastic standing and general student activities.

BETA GAMMA SIGMA SCHOLARSHIP RECORD.—Beta Gamma Sigma, national honorary commerce fraternity, has placed in the corridor of the Commerce Building a permanent silver record plate on which appears the following inscription: "To honor outstanding scholastic attainment, Beta Gamma Sigma inscribes hereon annually the name of a freshman major in the School of Business Administration." The name of the freshman receiving the highest scholastic average for a year is inscribed on this record.

ORGANIZATIONS IN THE SCHOOL OF BUSINESS ADMINISTRATION

UNIVERSITY OF OREGON CHAMBER OF COMMERCE

Since the primary object of the School of Business Administration is to train business executives, it follows naturally that most of the student organizations in the school are closely related to business activities. Thus the students operate a Chamber of Commerce, which is a real, going concern, with membership in the Oregon State Chamber and the Chamber of Commerce of the United States. The president is a member of the Advisory Board of the State Organization of Commercial Secretaries.

The object of the organization is to promote the development of the social, physical and mental capacities of its members; to advance the welfare of the School of Business Administration and the University of Oregon; and to draw more closely together the students, the faculty, the School of Business Administration and the business world, thereby cementing their scholastic, business and social relations.

SOCIETIES

Recognition is given to the scholastic standing of the School of Business Administration through the installation of chapters of the following commerce fraternities:

ALPHA KAPPA PSI.—National Professional Commerce Fraternity.

BETA ALPHA.—Professional Accounting Fraternity.

BETA GAMMA SIGMA.—National Honorary Commerce Fraternity.

PHI THETA KAPPA.—Women's Honorary Commerce Fraternity.

The above organizations are simply indicative of the professional atmosphere that permeates the school and are but a few examples of the many means by which the students of the School of Business Administration are receiving liberal training in many phases of sound business administration.

DEGREES

The School of Business Administration hereafter offers but two degrees—an undergraduate degree, Bachelor of Business Administration, for those who successfully complete one of the four-year courses of study, and a graduate degree, Master of Business Administration, which is generally obtained at the end of the fifth or sixth years.

REQUIREMENTS FOR GRADUATION

The University makes certain specific requirements for all candidates for degrees.

I. The candidate must have completed 186 term hours of work, of which 140 terms hours shall be above the grade of V.

II. He shall have completed the following required courses:

Six hours of Physical Education; six hours of Military Science (for men); three hours of Personal Hygiene and one hour of Practical Ethics and Vocational Guidance (for women); and a course in freshman English Composition, unless exempted by examination.

III. He shall have met the lower division requirement of at least one year-course of not less than three hours each term in any three of the following four groups:

1. Languages.
2. Social Sciences.
3. Mathematics and Science.
4. Art, and Technical Training.

IV. He shall fulfill the requirements of his school or major department. For students in the School of Business Administration the student shall have completed at least ninety (90) term hours of undergraduate work for which commerce credit is granted.

The curricula described in the following pages have been approved by the faculty of the University as meeting these requirements.

BASIS OF CURRICULA

Any college curriculum should be designed to meet conditions as they exist in the student body. An investigation of records shows the following facts:

1. Numbers of students are compelled to leave school before securing a degree.
2. A great many have no further plans than a four-year course.
3. Increasing numbers are looking forward to further specialization in the fifth and sixth years.

The curriculum of the School of Business Administration, while constantly keeping in mind the increasing emphasis on professional and graduate work, is so arranged as to permit each of these classes of students to secure some of the purely *commerce* studies, some of the work offered by the College of Science, Literature and Arts and some courses in the School of Law. For example, the student who stays but two or three years receives training in the subjects that are fundamental to business success; the four-year student receives a thorough grounding in business administration with special emphasis in his chosen field; and the five- or six-year student receives highly technical training of an advanced nature.

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The women of the University are eligible also to receive aid from the Scholarship Loan Fund of the State Federation of Women's Clubs, and the Scholarship Loan Fund of the Eugene branch of the Association of Collegiate Alumnae.

AID FOR SERVICE MEN

The State of Oregon has what is known as the Soldiers', Sailors', and Marines' Educational Financial Aid Law. The effect of the law in brief is this: Every honorably discharged soldier, sailor or marine who served the United States during the war with Germany who desires to attend any school in the state above the eighth grade may receive from the state \$25.00 a month, not to exceed \$200 for any one year, for four years. This includes every service man (except those who served in the Students' Army Training Corps) whether he served overseas or not, provided he was a citizen of Oregon when enlisted or inducted, even though he may have been temporarily outside the state when he went into the service.

SCHOLARSHIPS AND PRIZES

A considerable number of scholarships and prizes are open to students of the School of Business Administration on the same terms as to other students of the University. These are described in the Bulletin of General Information issued by the University.

• AWARDS AND SCHOLARSHIPS ESPECIALLY FOR STUDENTS IN SCHOOL OF BUSINESS ADMINISTRATION

PHI THETA KAPPA SCHOLARSHIP.—Phi Theta Kappa, national honorary commerce fraternity for women students, gives an annual scholarship of fifty dollars to a woman in the junior or senior class. This scholarship is awarded on the basis of high scholastic standing and general student activities.

BETA GAMMA SIGMA SCHOLARSHIP RECORD.—Beta Gamma Sigma, national honorary commerce fraternity, has placed in the corridor of the Commerce Building a permanent silver record plate on which appears the following inscription: "To honor outstanding scholastic attainment, Beta Gamma Sigma inscribes hereon annually the name of a freshman major in the School of Business Administration." The name of the freshman receiving the highest scholastic average for a year is inscribed on this record.

ORGANIZATIONS IN THE SCHOOL OF BUSINESS ADMINISTRATION

UNIVERSITY OF OREGON CHAMBER OF COMMERCE

Since the primary object of the School of Business Administration is to train business executives, it follows naturally that most of the student organizations in the school are closely related to business activities. Thus the students operate a Chamber of Commerce, which is a real, going concern, with membership in the Oregon State Chamber and the Chamber of Commerce of the United States. The president is a member of the Advisory Board of the State Organization of Commercial Secretaries.

The object of the organization is to promote the development of the social, physical and mental capacities of its members; to advance the welfare of the School of Business Administration and the University of Oregon; and to draw more closely together the students, the faculty, the School of Business Administration and the business world, thereby cementing their scholastic, business and social relations.

SOCIETIES

Recognition is given to the scholastic standing of the School of Business Administration through the installation of chapters of the following commerce fraternities:

ALPHA KAPPA PSI.—National Professional Commerce Fraternity.

BETA ALPHA.—Professional Accounting Fraternity.

BETA GAMMA SIGMA.—National Honorary Commerce Fraternity.

PHI THETA KAPPA.—Women's Honorary Commerce Fraternity.

The above organizations are simply indicative of the professional atmosphere that permeates the school and are but a few examples of the many means by which the students of the School of Business Administration are receiving liberal training in many phases of sound business administration.

DEGREES

The School of Business Administration hereafter offers but two degrees—an undergraduate degree, Bachelor of Business Administration, for those who successfully complete one of the four-year courses of study, and a graduate degree, Master of Business Administration, which is generally obtained at the end of the fifth or sixth years.

REQUIREMENTS FOR GRADUATION

The University makes certain specific requirements for all candidates for degrees.

I. The candidate must have completed 186 term hours of work, of which 140 terms hours shall be above the grade of V.

II. He shall have completed the following required courses:

Six hours of Physical Education; six hours of Military Science (for men); three hours of Personal Hygiene and one hour of Practical Ethics and Vocational Guidance (for women); and a course in freshman English Composition, unless exempted by examination.

III. He shall have met the lower division requirement of at least one year-course of not less than three hours each term in any three of the following four groups:

1. Languages.
2. Social Sciences.
3. Mathematics and Science.
4. Art, and Technical Training.

IV. He shall fulfill the requirements of his school or major department. For students in the School of Business Administration the student shall have completed at least ninety (90) term hours of undergraduate work for which commerce credit is granted.

The curricula described in the following pages have been approved by the faculty of the University as meeting these requirements.

BASIS OF CURRICULA

Any college curriculum should be designed to meet conditions as they exist in the student body. An investigation of records shows the following facts:

1. Numbers of students are compelled to leave school before securing a degree.
2. A great many have no further plans than a four-year course.
3. Increasing numbers are looking forward to further specialization in the fifth and sixth years.

The curriculum of the School of Business Administration, while constantly keeping in mind the increasing emphasis on professional and graduate work, is so arranged as to permit each of these classes of students to secure some of the purely *commerce* studies, some of the work offered by the College of Science, Literature and Arts and some courses in the School of Law. For example, the student who stays but two or three years receives training in the subjects that are fundamental to business success; the four-year student receives a thorough grounding in business administration with special emphasis in his chosen field; and the five- or six-year student receives highly technical training of an advanced nature.

SCOPE OF THE CURRICULA

The main fields of business administration have been carefully outlined and the work in each field co-ordinated so as to give the student the best type of training. For those who do not care to specialize in one of the major fields, training may be secured in the field of General Business. In every case, effort is made to try to meet the needs of the individual student and, so far as is possible, adjustment is made on the basis of previous training and capacity for work.

Sixteen class hours, including military science, is the prescribed ordinary maximum amount of work for the average student. Physical education is compulsory for all freshmen and sophomores, but is not included in the sixteen hours. The maximum amount of work which a student is permitted to carry depends upon the character of the grades earned in the previous term, as well as upon the physical ability of the students.

The policy of the school is to help each student improve his methods of study and to hold each up to his best grade of work. The student who can do a high grade of work, but does that which is only mediocre, is just as certain to be forced to withdraw as is the student of poor ability. To facilitate the administration of this policy, the school urges no one to register who does not have a real desire to give the best of his time and energy to meeting the required standards.

It is the aim of the school to keep the students in close touch at all times with the conditions existing in the business world and so far as possible to supplement the class work with actual contact with going concerns. In many instances students are placed in active business, under supervision of the school, and in this way are better able to correlate the knowledge obtained in the University with practical affairs. Students are urged to spend their vacations in work where they can combine theory and practice.

DIVISIONS

The courses given by the University are classified in three divisions. The Lower Division includes the work of the freshman and sophomore years, and is usually of a general and fundamen-

tal character. The Upper Division includes the work of the Junior and Senior years, and is somewhat more highly specialized. The work of the Graduate Division is intended for those who have earned the baccalaureate degree, and involves a high degree of specialization and a training in independent thought.

LOWER DIVISION

Work in the freshman and sophomore years is so arranged as to give the student the basic principles of business and the correct use of English. At the same time he takes fundamental work in the College of Literature, Science and the Arts.

The work in the lower division includes English Composition, Economic History, Trade Routes and World Ports, Principles of Accounting, Principles of Economics, Written and Spoken Business English, Money and Banking and Economic Crises, Advanced Accounting and Principles of Business.

In addition to these stipulated courses, students desiring to specialize in Professional Accounting and Business Finance must take a year of Freshman Mathematics; students intending to enter Foreign Trade should take a foreign language throughout the freshman and sophomore years; students minoring in Household Arts begin work in that field in their freshman year; and students choosing General Business enroll in a course in Political Science in their freshman year. Sophomores may avail themselves of the opportunity to take some such course as Universal Literature, Universal History or a Natural Science offered in the College of Literature, Science and Arts.

If the work is followed as outlined, the student will have fulfilled all necessary lower division requirements.

UPPER DIVISION

In the junior and senior years the student selects a given field of business administration and studies it at close range. He not only applies the general principles learned in his lower division work, but also gains a large amount of technical information. The object of the upper division work is to make the student a master of a given field.

In order to furnish the students a wide range for selection, the upper division work in commerce is divided into eight groups as follows:

- I. Corporation Management.
- II. Finance.
- III. Marketing and Selling.
- IV. Transportation.
- V. Foreign Trade.
- VI. Professional Accounting.
- VII. General Business.
- VIII. Training for Chamber of Commerce Secretaries.

The above eight divisions cover the field of business as a whole. If, for any valid reason, a student wishes to pursue a special line of study, the courses can be so grouped as to fit his individual needs.

GRADUATE DIVISION

The degree of Master of Business Administration is conferred upon students taking their major work in Business Administration who successfully complete a prescribed program of graduate work. A knowledge of the principles of economics and of legal procedure underlie sound business administration, and in this regard exceptional opportunities for advanced study are afforded at Oregon, due to the presence on the campus of the department of Economics and the Law School. Generally speaking graduate students majoring in Business Administration will find it advantageous to select either Economics or Law as a minor.

Business Administration may be taken as a minor subject for the degrees of Master of Arts and Master of Science.

ACCOUNTING GROUP

The demands made upon the professional accountant today are so great and the examinations given by the state boards of accountancy are on such a high plane that it has been found advisable to offer a five year course in Accounting. The aim of this course is to prepare the student to pass the examination

of the State Board of Accountancy in much the same manner as law and medical students are prepared to pass the State Medical and the State Bar examinations. Students who have not taken the four-year course in accounting offered by the University of Oregon or who have not had equivalent preparation cannot secure adequate preparation by taking one year of graduate work.

GENERAL BUSINESS AND FOREIGN TRADE GROUPS

The fifth years in General Business and Foreign Trade are arranged to suit the needs of the individual students. Whenever practicable the campus study will be combined with actual, supervised business experience. Only the exceptional student can hope to secure an advanced degree in one year. Persons who have not had a thorough grounding in Economics, Commerce and Law will find it necessary to complete such studies before proceeding to regular graduate work. In all cases of doubt write direct to Dean of the School of Business Administration for detailed information.

SPECIAL FEATURES OF THE CURRICULA

BUSINESS ADMINISTRATION AND HOUSEHOLD ARTS

Today the consensus of opinion is that a woman's education should include definite training in Household Arts, even though she expects to enter business or a profession. As a consequence, the School of Business Administration and the Department of Household Arts have worked out a combination course wherein the advantages of a thorough training in business administration may be obtained, and at the same time the student receives that preparation which is so essential to every woman whether she enters the business world or manages a home. This course includes instruction in food, clothing, household administration and care of children, as well as the principles which underlie business procedure.

BUSINESS ADMINISTRATION AND ECONOMICS

A working knowledge of economics is so fundamental to every field of business that the curriculum of the School of Business Administration has been arranged so that the student carries work in this subject through his entire four years. The University of Oregon is very fortunate in having a particularly strong Department of Economics.

BUSINESS ADMINISTRATION AND LAW

The School of Law offers courses designed especially for students of Business Administration. Much of the legal procedure, germane to the man who is to practice, but unnecessary to the business administrator, has been eliminated. Fifteen hours of such work are required of all Commerce majors, in either their junior or senior years. No credit will be given for these special courses, toward a law degree. They are intended only for students who cannot take the time requisite for the combined six-year course in Business Administration and Law. In this combined course, which leads to both the Business Administration and Law degrees, the regular courses in the School of Law are to be taken. The longer course will equip thoroughly for law and for business.

Further information regarding the curricula for the combined course, leading to the B.B.A. degree and the LL.B. degree may be secured from either the Dean of the Law School or the Dean of the School of Business Administration.

SPECIMEN CURRICULA

Each of the eight divisions into which the work of the upper division is grouped has its separate curriculum. Lack of space, however, prevents printing each in detail. The four which follow, Finance, Foreign Trade, Professional Accounting, Household Arts and Business Administration, respectively, are listed merely as specimens for the purpose of giving the prospective student an idea of the type of training afforded. Persons interested in any of the remaining curricula can secure mimeograph copies of them by writing direct to the Dean of the School of Business Administration.

FINANCE

FRESHMAN YEAR

	<i>Fall.</i>	<i>Winter.</i>	<i>Spring.</i>
English Composition	3	3	3
Economic History	4		
Trade Routes and World Ports		4	4
Principles of Accounting	4	4	4
Advanced Algebra	4		
Mathematical Theory of Investment		4	
Elements of Statistics			3
Military Science	1	1	1
Physical Education	1	1	1

SOPHOMORE YEAR

Business English, Written and Spoken	3	3	3
Principles of Economics	4	4	
Money, Banking and Crises			5
Advanced Accounting	5	5	
Principles of Business			4
Elective	3	3	3
Military Science	1	1	1
Physical Education	1	1	1

JUNIOR YEAR

Business Finance	5		
Banking Procedure and Practice		4	
Brokerage			4
Salesmanship	4	4	4
Contracts	4		
Law of Bills and Notes		2	
Law of Partnerships and Corporations			3
Elective	3	6	5

SENIOR YEAR

Investments	4	5	
Investment Banking			4
Elements of Business Advertising	3		
Business Statistics		3	
Elective in Law or Economics			5
Public Finance	4	4	
Finance Seminar			3
Elective	5	4	4

FOREIGN TRADE

FRESHMAN YEAR

	<i>Fall.</i>	<i>Winter.</i>	<i>Spring.</i>
English Composition	3	3	3
Economic History	4		
Trade Routes and World Ports		4	4
Principles of Accounting	4	4	4
Foreign Language	5	5	5
Military Science	1	1	1
Physical Education	1	1	1

SOPHOMORE YEAR

Business English, Written and Spoken	3	3	3
Principles of Economics	4	4	
Money, Banking and Crises			5
Advanced Accounting	5	5	
Principles of Business			4
Foreign Language	4	4	4
Military Science	1	1	1
Physical Education	1	1	1

JUNIOR YEAR

Principles of Foreign Trade	4	4	4
Business Finance	5		
Merchandising		4	
Salesmanship			4
Advanced Economics	4		
Railway Rates and Regulations		5	
Ocean Transportation			5
Elective	3	3	3

SENIOR YEAR

Technique of Foreign Trade	4	4	4
Marine Insurance	4		
Resources of the Pacific Northwest		2	
Advanced Work in Foreign Trade			3-4
Law of Agency	2		
Law of Contracts		4	
Law of Bills and Notes			3
Elective	6	6	5

PROFESSIONAL ACCOUNTING

FRESHMAN YEAR

	<i>Fall.</i>	<i>Winter.</i>	<i>Spring.</i>
English Composition	3	3	3
Economic History	4		
Trade Routes and World Ports		4	4
Principles of Accounting	4	4	4
Advanced Algebra	4		
Mathematical Theory of Investment		4	
Elements of Statistics			3
Military Science	1	1	1
Physical Education	1	1	1

SOPHOMORE YEAR

Business English, Written and Spoken	3	3	3
Principles of Economics	4	4	
Money, Banking and Crises			5
Elementary Cost Accounting	5		
Advanced Accounting Principles		5	
Principles of Business			4
Elective	3	3	3
Military Science	1	1	1
Physical Education	1	1	1

JUNIOR YEAR

Accounting Theory and Practice	5	5	
Advanced Cost Accounting			5
Business Finance	5		
Law of Contracts		4	
Law of Agency			2
Elective	4		
Public Utilities		4	
Partnership Law			3
Elective in Law or Economics	3	3	6

SENIOR YEAR

Advanced Accounting Theory and Practice	5	5	
Accounting Systems			5
Auditing	5	5	5
Sales of Personal Property	3		
Law of Partnerships and Corporations		3	
Ethics of the Accountant			2
Negotiable Instruments			2
Elective	3-4	3-4	3-4

GRADUATE WORK—FIFTH YEAR—C. P. A. Problems, Income Tax Procedure, Law of Trusts, Law of Bankruptcy, Municipal and Public Utility Accounting, Law of Guaranty and Suretyship, Governmental and Institutional Accounting, Lumber and Mining Accounting, Report Writing.

BUSINESS ADMINISTRATION AND HOUSEHOLD ARTS

FRESHMAN YEAR

	<i>Fall.</i>	<i>Winter.</i>	<i>Spring.</i>
English Composition	3	3	3
Economic History	4		
Trade Routes and World Ports		4	4
Principles of Accounting	4	4	4
Foods or Clothing	3	3	
Personal Hygiene			3
Physical Education	1	1	1
Practical Ethics and Vocational Guidance	1-3	1-3	1-3

SOPHOMORE YEAR

Business English, Written and Spoken	3	3	3
Principles of Economics	4	4	
Money, Banking and Crises			5
Advanced Accounting	5	5	
Principles of Business			4
Home Nursing or Foods or Clothing			3
Foods or Clothing	3	3	
Physical Education	1	1	1

JUNIOR YEAR

Office Organization and Management	4		
Executive Management		4	
Business Finance			5
*Advanced Work in Commerce	4	4	4
Home Decoration or Dress Design	3	3	
Household Management or Home Nursing or Care of Children			3
Elective	5	5	4

SENIOR YEAR

*Advanced Work in Commerce	8	8	8
Practical Food Preparation for Social Workers or Special Problems in Foods or Clothing	3	3	
Practice Housekeeping or Practical Food Preparation for Social Workers or Special Problems in Foods or Clothing			3
Elective	5	5	5

*Advanced work in Commerce is given in the field which the student wishes to follow, i. e., Finance, General Business, Accounting, Etc.

SCHOOL OF BUSINESS ADMINISTRATION

CORPORATION MANAGEMENT	FINANCE AND BANKING	MARKETING AND SELLING	TRANSPORT- ATION	FOREIGN TRADE	PROFESSIONAL ACCOUNTING	GENERAL BUSINESS
Office Organiza- tion and Management.	Money Banking and Crises.	Merchandising.	Railways and Rate Regula- tion.	Trade Routes and World Ports.	Principles of Accounting.	Principles of Business.
Executive Management.	Math. Theory of Investments.	Purchasing.	Principles of Ocean Trans- portation.	Principles of Ocean Trans- portation.	Advanced Ac- counting Prin- ciples.	Business Statis- tics.
Labor Manage- ment.	Business Finance.	Salesmanship and Sales Manage- ment.	Traffic Manage- ment.	Principles of Foreign Trade.	Elementary Cost Accounting.	Elements of Advertising.
Factory and Plant Management.	Investments.	Advanced Prob- lems in Sales- manship.	Government Con- trol of Natural Monopolies.	Inter. Trade and T. Pol.	Advanced Cost Accounting.	Life Insurance.
Trusts and In- dustrial Com- binations.	Advanced Investments.	Advanced Prob- lems in Mer- chandising.	Seminar in Transportation.	Technique of Foreign Trade.	Accounting The- ory and Prac- tice.	Fire Insurance.
Credits and Collections.	Brokerage.	Seminar in Mar- keting and Selling.		Resources of the Pacific N. W.	Advanced Ac- counting The- ory and Prac- tice.	Marine Insurance.
Seminar in Corporation Management.	Banking Practice and Procedure.			Foreign Selling	Auditing.	Real Estate.
	Foreign Banking.			Advanced work in Foreign Trade.	Accounting Systems.	Seminar in Gen- eral Business.
	Investment Banking.			Seminar in Foreign Trade.	Ethics of the Accountant.	
	Public Finance. Seminar.				C. P. A. Prob- lems.	
					Income Tax Pro- cedure.	
					Audit Report Writing.	
					Seminar and Special Prob- lems.	
ECONOMICS		LAW			ALLIED SUBJECTS	
Econ. of Business Organization. Economic Principles. Economic History. Labor Problems. Labor Legislation. Organized Labor. History of Economic Thought. Conservation of Natural Resources.		Law of Contracts. Law of Sales of Personal Property. Law of Agency. Law of Partnerships and Corporations. Law of Bills and Notes. Law of Competition.			English Composition. Business English—Written and Spoken. Universal History. Universal Literature. Foreign Language. Public Speaking. Sociology. Psychology. American National Government. American State and Local Government. European Governments.	

DESCRIPTION OF COURSES

The courses described in the following pages include the professional courses offered by the School of Business Administration, and the courses given by other schools and departments of the University which are prescribed for students in this school. Any program, leading to the degree of Bachelor of Business Administration, must include work amounting to not less than 90 term hours selected from these courses with the approval of the adviser.

Numbers between 1 and 99 indicate courses intended primarily for lower division students, which can in no case receive graduate credit; those between 100 and 199 indicate courses intended primarily for upper division students, although many of this group may be taken for graduate credit, while those numbered 200 and above are exclusively graduate courses.

Not all the courses here listed are offered in any one year, although practically all the lower division courses and many of the upper division are so given. The work presented will however be open to the student during a reasonable period of residence. It is not intended to list any courses which the departments are not in a position to give whenever qualified students need them.

Courses numbered a, b, c, represent year courses which should be taken in the prescribed sequence.

Detailed information regarding fees in laboratory courses is given in the Schedule of Courses distributed at the beginning of the year.

LOWER DIVISION COURSES

1. ECONOMIC HISTORY. This course aims to trace the evolution of economic institutions from their simpler forms to the more complex systems of our own time. It deals with forms of land tenure, systems of labor, the guilds, the industrial revolution, the growth of the factory system, the evolution of banking, im-

provement of transportation and the emergence of labor problems and those connected with large scale production. Crockatt, Cameron.

Four hours, fall or winter term.

2 a, b. TRADE ROUTES AND WORLD PORTS. A study of the ports of the world; the trade routes or main lines of ocean transportation on which the ports are located; the products and manufactures adjacent to each port and principal interior cities of each country, from a foreign trader's viewpoint.

Four hours, fall and winter terms.

3 a, b. THE PRINCIPLES OF ECONOMICS. The principles that underlie production, exchange and distribution are analyzed and applied. Practical problems like monetary and banking reform, regulation of international trade, the taxation of land values, labor movement, regulation of railways, the control of the trusts, etc., are considered. Pre-requisite sophomore standing. No credit for one term of work. Gilbert. *Four hours, fall and winter terms.*

4. ECONOMICS OF BUSINESS ORGANIZATION. This course deals with the evolution of business units such as the partnership, joint stock concern and the corporation. Special attention will be given to the organization, financing and promotion of corporations and the advantages and disadvantages of the corporate form of organization from the standpoint of industrial society. Pre-requisite Courses 3a and 3b. Cameron.

Four hours, spring term.

5. ECONOMICS OF BANKING. (Economics, 113. Money, Banking and Economic Crises). The principles of money, the laws controlling its value, methods for measuring price level and devices for stabilizing the purchasing power are considered. The monetary history of the United States and the present monetary system are treated. Principles underlying sound banking and the use of credit are analyzed and the history, causes and remedies for crises and panics are discussed. Pre-requisite, Principles of Economics. Gilbert.

Five hours, spring term.

6 a, b, c. MATHEMATICS OF BUSINESS. (a) Advanced Algebra, (Mathematics 2). An elementary course open to freshmen. De Cou, Milne.

Four hours, one term.

(b) Mathematical Theory of Investment, (Mathematics 6). An elementary treatment of interest, annuities, valuation of bonds, sinking funds, building and loan associations, life insurance, etc. Pre-requisite Advanced Algebra. DeCou, Milne.

Four hours, one term.

(c). Elements of Statistics (Mathematics 8). This course is designed for students majoring in Commerce and others, who have occasion to compile and interpret statistics. Pre-requisite Advanced Algebra. DeCou.

Three hours, one term.

8 a, b, c. PRINCIPLES OF ACCOUNTING. An introduction to the entire field of accounting. A study of proprietorship from the standpoint of single ownership, partnership and corporation organization. Retail, wholesale, commission, joint ventures and non-trading concerns are analyzed from the accounting viewpoint. Single- and double-entry systems are studied and compared and accounting systems from the simple to the complex are constructed from the basic accounting principles. A study of financial statements and the collection, interpretation and comparison of their data. The amount of bookkeeping is kept at the lowest point which is consistent with a thorough understanding of the principles involved. Required of all Commerce majors.

Four hours, each term.

9 a, b, c. BUSINESS ENGLISH. Written and spoken English, having especially in view the needs of students making Commerce their major subject. Only those students who have fulfilled the English requirement may take this course. Textbook, Language for Men of Affairs (2 vol.) edited by James Melvin Lee.

Three hours, each term.

10. ELEMENTARY COST ACCOUNTING. The study of the basic principles of cost and factory accounting. A consideration of the elements of cost and a detailed study of recording and accounting for materials; direct and indirect labor; and the distribution of the manufacturing burden; the correlation of cost records with general records through controlling accounts and making and in-

terpretation of manufacturing statements. Required of all majors in Commerce. Pre-requisite, Principles of Accounting.

Five hours, fall term.

11. ADVANCED ACCOUNTING PRINCIPLES. This course includes a study of accounting records required in the organization of partnerships, corporations and joint ventures. Involves the changing of proprietorship and partnership records to corporation records. Special attention is given to closing and re-adjusting entris. Statements of Affairs, Realization and Liquidation to Deficiency Accounts and non-trading concerns are studied. Required of all majors in Commerce. Pre-requisite, Principles of Accounting.

Five hours, winter term.

12. PRINCIPLES OF BUSINESS. This course correlates all work in Commerce and Economics given in the lower division. Going business concerns, large and small, are put into actual operation necessitating a study of the organization and operation of various types of enterprises. The object of this course is to prepare the student for the strictly technical courses which follow in the junior, senior and graduate years.

Four hours, spring term.

20a, b, c. SECOND YEAR SPANISH (COMMERCIAL). A course planned for students in the School of Business Administration. A continuation of the first year's work, with a special emphasis on commercial vocabulary. Readings and exerceses from Latin-American sources. Pre-requisite, Spanish 11, or two years high school Spanish.

Four hours, each term.

UPPER DIVISION COURSES

I. GENERAL BUSINESS ADMINISTRATION

105. LABOR PROBLEMS. Treats of the conditions under which laborers work since the advent of the industrial revolution. Topics especially emphasized are: child labor, immigration, strikes and lockouts, industrial arbitration, social insurance, remedial legislation, etc. Open to students who have taken Principles of Economics or Principles of Sociology. *Four hours, spring term.*

106. ORGANIZED LABOR. Study of the history of the labor movement, the aims, methods and policies of trade unions, conservative and radical. Students are required to interpret the philosophy of unionism and evaluate the significance of the labor movement. Prerequisite, Labor Problems. *Four hours, fall term.*

107. LABOR LEGISLATION. A detailed study of some problems facing the employee, employer and the public, which call for regulation through public authority. The course considers how far such legislation is consistent with the interests of all classes concerned. *Four hours, winter term.*

109 a, b, c. LABOR MANAGEMENT. This course is intended primarily for those who expect to deal with large groups of labor. It is a survey of the scope and work of the labor manager, and includes a study of the technique of the various types of trade agreements, the application of scientific management to labor and the attitude of organized labor toward it and a consideration of the various means of industrial betterment employed by representative firms throughout the country. Prerequisite, Labor Problems and senior or graduate standing.

Four hours, each term.

110a, b, c. SEMINAR IN CORPORATION MANAGEMENT.

Hours to be arranged.

113. BUSINESS FINANCE. A technical study of the modern methods of financing business. Individual, partnership and corporation enterprises are given consideration. A fundamental course for all Commerce students. *Five hours, fall term.*

114a. INVESTMENTS. A study of the determination of investment as differentiated from speculation; a review of the fundamental economics of investment, a study of the various channels of investment and the more common forms that investment assumes. The course is of interest to any student contemplating a business career and is essential to the student interested in commercial or investment banking. No credit given until completion of 114b. *Four hours, fall term.*

114b. INVESTMENTS—CONTINUED. Various representative investment securities are studied in detail; the course includes a brief review of the mathematics of investment and concludes with a consideration of the generally accepted principles recommended for the guidance of the average investor. Pre-requisite, Investments 114a. *Four hours, winter term.*

115. BROKERAGE. A study of the organized stock and commodity markets of this country and of Europe. The functions, activities and procedure of each is considered and a detailed study is made of the New York Stock Exchange and the Chicago Board of Trade. The material is so presented as to give a clear understanding of the economic function of organized speculation, and on completion of the course the student should be able to read intelligently the financial page of the daily newspaper considered as a general business barometer. *Four hours, fall or spring term.*

116. BANKING PROCEDURE AND PRACTICE. This course treats the bank from without, emphasizing the functions and service of the bank from the customer's standpoint, rather than from that of the man within, the banker. Banking technique is studied as a product of the demand for service on the part of business. Stress is placed on the use of acceptances, foreign and domestic, and upon foreign exchange. The course is fundamental for any commerce student. *Four hours, winter term.*

117. INVESTMENT BANKING. An advanced course for students of investment or commercial banking. Deals primarily with the organization and function of the investment banking institution and the marketing of investment securities. Enrollment will be limited and preference will be given to students who have completed the courses in Business Finance and Salesmanship. Pre-requisite, Courses 114 a and b, 115. *Three hours, winter term.*

118 a, b. PUBLIC FINANCE. The aim of this course is to ascertain sound principles affecting public expenditure, the raising of revenue, budgetary legislation, financial organization and the use of the public credit. Various forms of taxes are considered and a constructive plan for fiscal reform outlined. At all points

special consideration will be given to Oregon problems. Pre-requisite, Principles of Economics. No credit for one term. Gilbert. *Four hours, fall and winter terms.*

119a, b, c. ADVANCED INVESTMENTS. Advanced work in investment problems. Enrollment limited to students who are capable of doing work of an advanced nature. Pre-requisites, Investments 114a, b and Brokerage 115. Credit given for any term.

Three hours, each term.

120. FOREIGN BANKING. An advanced course for students in Banking and Commerce, Foreign Trade and Professional Accounting. This course covers the essential work in foreign banking practice, foreign exchange and foreign investment, all from the point of view of the business man. Pre-requisite, Economics of Banking, 5. Folts. *Three hours, winter term.*

121a, b, c. SEMINAR IN BUSINESS FINANCE.

Hours to be arranged.

122 a, b, c. MERCHANDISING. (a) The general methods and problems of marketing raw materials, including a study of market analysis and distribution of commodities from the manufacturer to the consumer, including the organization and interrelation of the various types of agencies.

(b) Based upon 122a, but dealing more especially with the distribution systems in its relation to the development of the retail store, specialty store and department store. The purpose of the course is to describe the retail business as it is and to point out the broad lines upon which retailing progress is being made.

(c) The third term in merchandising takes up the subject of marketing, using problems to illustrate specific points developed by analysis and discussion. These problems are based on actual business experience and deal with the conditions determining demand, retail trade, wholesale trade, various trade markets and price policies. *Four hours, each term.*

123. TRUSTS AND INDUSTRIAL COMBINATIONS. This course deals with the evolution of industrial combinations, the economics of concentration and the evils of combination from the standpoint of investor and the public. The attempts at regulation by state and federal authority are considered and plans for safeguarding the public interest are outlined. Prerequisite, Principles of Economics. Cameron. *Five hours, fall term.*

124. GOVERNMENT CONTROL OF NATURAL MONOPOLIES. This course aims to consider sound lines of policy in regulating, controlling or owning natural monopolies or public utilities other than steam railways. Special attention will be given to municipal ownership in America and Europe and the economic and political problems incidental thereto. Prerequisite Principles of Economics. Cameron. *Five hours, winter term.*

126. PURCHASING. A study of the organization and operation of the purchasing departments, both wholesale and retail, and the duties and functions of the purchasing agent. *Three hours, spring term.*

127 a, b, c. SALESMANSHIP AND SALES MANAGEMENT. (a) The first two terms of this course are given with two purposes—to develop salesmen and to train all undergraduates and graduates who desire to increase their own personal efficiency. The first term deals primarily with a study of the basic principles underlying the sale, such as the mind of the salesman, the mind of the buyer, the pre-approach, the approach, the demonstration and the closing.

(b) The second term puts a particular emphasis on the various types of sales, such as the selling of insurance, bonds, etc. Actual sales are held in class in which the class analyzes both the salesman and the buyer, and thus sees how the principles are applied in actual sales.

(c) The third term, Sales Management, logically follows Salesmanship. It deals with the relations of the sales department to other departments in a business, the relation to customers, market

analysis, determination of the selling points of the product, sales organization, selection, training and paying of salesmen; management of sales force; and policies in regard to guarantee, cancellations and return goods. In order to make this course practical, actual sales management problems will be taken up in class discussions.

Four hours, each term.

128. ADVANCED PROBLEMS IN SALESMANSHIP. This course includes work in salesmanship problems and is of a research nature. Only students with special ability in this field, who are particularly interested in the selling phase of business will be enrolled.

Hours to be arranged.

129a. ELEMENTS OF BUSINESS ADVERTISING. A study of the methods of advertising practiced in industrial and retail business, the principles involved in the construction of advertisements, including type arrangements, color, media and layout. Particular stress is put upon the elements involved in the description of advertising campaigns and their relation to the different systems of merchandising and selling.

Three hours, fall and winter terms.

129b. ADVANCED PROBLEMS IN BUSINESS ADVERTISING. Open only to students who have had Elements of Business Advertising. The student taking this course selects a given field in which he expects to engage and applies the principles learned in Elements of Business Advertising. Designed especially for those students who are majoring in merchandising and salesmanship.

Hours to be arranged.

130. ADVANCED PROBLEMS IN MERCHANDISING. An advanced study in the problems of merchandising and marketing methods. Special research work forms the major part of this course.

Spring term.

131 a, b, c. SEMINAR IN MARKETING AND SELLING.

Hours to be arranged.

132. OFFICE ORGANIZATION AND MANAGEMENT. The principles of organization and management as applied to the office. The ele-

ments of office organization, office management, office records and systems. A special study of the office manager as an executive and his qualifications. *Four hours, one term.*

133. FACTORY AND PLANT MANAGEMENT. This course deals with the various problems met in a manufacturing plant, such as types of organization, methods of securing maximum output, wage systems, purchasing problems and includes a brief study of typical manufacturing industries. (Not given 1921-22). *Four hours.*

134. CREDITS AND COLLECTIONS. The forms and classes of collection credit machinery; the sources of credit information; methods of collection and legal remedies of the creditor.

Four hours, spring term.

135. RAILWAYS AND RATE REGULATION. The study of transportation by land as a factor in modern economic life, the tendency toward combination and the problems of discriminating rates will be treated. Special consideration is given to the principles underlying rate making, public regulation, war time control and government ownership. Prerequisite, Principles of Economics.

Five hours, fall term.

136 a, b, c. TRAFFIC MANAGEMENT. A study of rate zones, construction points, principles, traffic geography; application, construction, interpretation of classifications; construction application and output of tariffs; special freight services; railroad traffic departments and industrial traffic departments.

Four hours, each term.

137 a, b, c. SEMINAR IN TRANSPORTATION.

Hours to be arranged.

138 a, b, c. INSURANCE. A course dealing with several forms of insurance.

(a) LIFE INSURANCE. The uses and forms of life insurance policies; the practical and theoretical principles underlying mortality tables; rate making; loading; reserves; surplus; legal inter-

pretations; policies; organization; agency and policies of fraternal, business assessment; stock and mutual companies and the relation of insurance to the credit fabric. Pre-requisite, Principles of Economics.
Four hours, fall term.

(b) FIRE INSURANCE. A study of fire insurance in its theoretical and practical aspects. Special emphasis is placed upon the study of the fire insurance laws of Oregon, and the organization and management of fire insurance companies in this state.

Four hours, winter term.

(c) MARINE INSURANCE. A brief comparison of marine insurance with other systems of indemnity, the history of marine insurance, its development in the United States, organization and purpose of Lloyd's types of policy contracts, nature of the risk and perils insured against, special agreements etc. (Not given n 1921-22).

Four hours.

139. EXECUTIVE MANAGEMENT. Executive Management seeks to familiarize the student with the values and characteristics of the complex problems of the executive manager, to further his training in systematic methods of investigating such problems and to provide a sense of relative values. Among the topics covered are the launching of industrial enterprises, location, layout of manufacturing plants, equipment and buildings, practical types of organizations, employment of labor, etc. (Not given 1921-22).

Four hours.

140. REAL ESTATE. This course deals with the business problems connected with the sale, purchase and management of real estate. The following topics are included in this study: Real estate, brokerage, contracts to real estate, liens, taxes and assessments, the transfer of titles, deeds, bonds and mortgages, leases, methods of arriving at the valuation of real estate, surveyors' relations to real estate and the work of the architect, land registration. (Not given 1921-22).

Four hours.

141. CONSERVATION OF NATIONAL RESOURCES. An inventory of our resources in mineral wealth, water, soil, timber, etc., will

be taken and practices which lead to waste and extravagance will be considered. An effort will be made to develop sound lines of public policy which will arrest needless waste, promote restoration and encourage conservation. Prerequisite, Principles of Economics. Gilbert. *Three hours, spring term.*

142. BUSINESS STATISTICS. This is a study of advanced statistics in which the student is taught to interpret social data by statistical methods. Major attention is given to the proper evaluation of graphs and charts and their use in presenting information relative to business. *Three hours, one term.*

144. LAW OF CONTRACTS. Formation of contracts, including capacity of parties to contract, offer, acceptance and consideration, legality and form; interpretation of contracts; operation of contracts; discharge of contracts. *Four hours, fall term.*

145. LAW OF SALES OF PERSONAL PROPERTY. Subject matter of sale; executory and executory sales; bills of lading and the effect thereof on the title to the goods; seller's lien and right of stoppage in transit; fraud; warranty and remedies for breach of warranty, statute of frauds. *Three hours, winter term.*

146. LAW OF AGENCY. Scope, nature and formation of relationship of principal and agent, rights and obligations between principal and agent, agent and third party, principal and third party; termination of relationship. Prerequisite, Contracts 144. *Two hours, spring term.*

147. LAW OF PARTNERSHIPS AND CORPORATIONS. The general nature and formation of partnerships, the natural rights and obligations of partners, the relation of the partners to third persons and dissolution of the partnership. The forms of corporations, directors and administrative officers, stocks and the rights of stockholders and foreign corporations. *Three hours spring term.*

148. LAW OF BILLS AND NOTES. A comparison of simple contracts with negotiable instruments (contracts) with the object of

developing the fundamentals of form made and effect of negotiation and rights and liabilities of parties. Case work. Prerequisite, Contract 144.

Three hours, winter term.

149. THE LAW OF COMPETITION. Dealing with combinations of labor and capital, strikes, boycotts, monopolies; the doctrine of conspiracy; unfair methods of competition, imitation of competitor's goods, etc.

Three hours, fall term.

159 a, b, c. SEMINAR IN GENERAL BUSINESS.

Hours to be arranged.

160 a, b, c. COMMERCIAL SPANISH. Spanish commercial correspondence, business forms, industrial readings, conversation. Prerequisite, Spanish 12, or 20, or three years high school Spanish.

Three hours, each term.

161 a, b, c. ADVANCED COMMERCIAL SPANISH. An intensive study of two or more Latin-American countries. Textbooks will be used as guides, with supplementary reading from Spanish-American periodicals and newspapers. Conversation on business affairs, and current events. Study of scientific and technical vocabulary. Pre-requisite, Spanish 160, or consent of instructor.

Two hours, each term.

II. FOREIGN TRADE

162. INTERNATIONAL TRADE AND TRADE POLICIES. The principles underlying international trade and its effects on the industrial life of trading nations will be examined and the advantages of international trade discussed. Special attention will be given to the trade policies of America, England and Germany and the effect of the war on future trade policies of the nations. Prerequisite, Principles of Economics. Crockatt.

Five hours, spring term.

163. PRINCIPLES OF OCEAN TRANSPORTATION. The history of the ocean carriers is studied as an introduction to the underly-

ing principles of the present problem of the merchant marine and ocean traffic. Special attention is given to subsidies and aids and the regulation of ocean commerce and transportation. Prerequisite, Economic History and Principles. Crockatt.

Five hours, winter term.

164 a, b, c. PRINCIPLES OF FOREIGN TRADE. A analysis of the principles underlying successful foreign trade from the standpoint of the individual, manufacturer, exporter and importer. Considerable attention is given to the study of the various commercial agreements between nations. This course is indispensable to any one expecting to follow any line of work in foreign trade. It normally precedes work in Technique of Foreign Commerce.

Four hours, each term.

165 a, b, c. TECHNIQUE OF FOREIGN COMMERCE. (a, b) This course deals with the technical information of overseas business, i. e., the proper methods of making out shipping papers, quoting prices, writing letters, etc. This work will be made as practical as possible and the student actually handles full sets of the necessary papers, such as bills of lading, export invoices, certificates of origin, etc.

(c) The third term, Ports and Terminals is an economic study dealing with the operation of seaports; their equipment; influence of the interior on the port; and the part proper equipment plays in the distribution of goods. Special attention will be given to ports of the Pacific Coast and the various dock systems.

Four hours, each term.

167. RESOURCES OF PACIFIC NORTHWEST. A study of the hinterland of the states of Oregon, Washington and Idaho; the products originating in this territory; the extent of production and shipment of these products; markets in which the materials are consumed and their relation to overseas commerce.

Two hours, one term.

169. ADVANCED WORK IN FOREIGN TRADE.

Fall term.

170 a, b, c. SEMINAR IN FOREIGN TRADE. *Hours to be arranged.*

III. PROFESSIONAL ACCOUNTING

180. ACCOUNTING THEORY AND PRACTICE. This course is planned for the students majoring in accounting, or those students who wish to gain a better knowledge of the accounting profession. It is intended to present the underlying theory on which the accounting records and statements are based. Special study is given to statements of affairs, capital and revenue expenditures, depreciation, analysis of profits, receiverships, branch house accounting, estate accounts, balance sheet construction, investments, foreign exchange and many other problems connected with business of today. Required of all accounting majors. Pre-requisite, first and second year accounting. *Five hours, fall and winter terms.*

181 a, b. ADVANCED ACCOUNTING THEORY AND PRACTICE. A comprehensive study of the fine points in accounting theory and technique of practice. The student is expected to do a certain amount of research work. Such subjects will be discussed as actuary science, sinking funds, reserves, capital stock, funded debt, contingent items, suspense accounts, interpretation of statements, corporations, mergers, consolidations, etc. Pre-requisites, Accounting Theory and Practice, Business Finance, and Technical Law prescribed by instructor. Open to advanced undergraduates and graduates. *Five hours, winter and spring terms.*

182. ADVANCED COST ACCOUNTING. This course is designed to meet the needs of the students in the accounting field who may wish to specialize in cost work and for the benefit of the general auditor. An intensive study will be made of basis of cost, cost control, cost records, inventories, payrolls, stock, flow of costs, materials, overhead burden and distribution, analysis of expenses, factory records, factory organization, financial and cost statements and exhibits, accounts, reports and systems. The different theories of cost will be discussed and their practical values will be shown. Lectures, text assignments, library references, charts, problems and general class discussion required. Required of all Accounting majors. Open to advanced undergraduates and graduates. Pre-requisites, Principles of Economics, Accounting Theory, Business Organization. *Five hours, fall term.*

183 a, b, c. AUDITING. A study of the methods and procedure in connection with detailed, continuous and balance sheet audits; details in arrangement of working papers and carrying out an audit for business concerns. It is presumed that the underlying theory of accounts is well understood and that the student will be able to apply these theories. Text assignments, library references, a complete audit with all working papers and report, short problems, C. P. A. questions and problems, quiz work and class discussions. Pre-requisite or parallel, Advanced Accounting Theory and Law as prescribed by the instructor. Open to advanced undergraduates or graduates. *Five hours, each term.*

184. ACCOUNTING SYSTEMS. This course includes the practical application of all the accounting courses, giving the student opportunity to express himself in the construction of accounting systems for both small and large business concerns. The student writes the procedure for installing accounting systems, methods of controlling general and branch store systems, factory cost systems. Special business concerns are studied and systems worked out to fit peculiar situations, as well as standard business practices. The school attempts to meet the demands of the modern business men by doing research work and establishing systems to meet the particular needs of the various kinds of business enterprises. The University reserves the right to publish the results of any research work done in this or other classes. Pre-requisites, Advanced Accounting Theory and Practice. Open to advanced undergraduates and graduates. *Five hours, spring term.*

185. ETHICS OF THE ACCOUNTANT. A study of business ethics as followed by the reputable accounting firms and of the proceedings of the American Institute of Accountants. This course is based on library references and other material which is collected from time to time. The student is required to do research work and to form opinions on subjects involving questionable business ethics, as well as learning the rules of the best practice *Two hours, one term.*

186 a, b, c. SEMINAR IN ACCOUNTING. *Hours to be arranged.*

GRADUATE DIVISION

200 a, b, c. C. P. A. PROBLEMS AND SOLUTIONS. This course is an intensive study of the problems and questions asked by the examining boards of the various states as well as the American Institute of Accountants' examinations. The student is given extensive practice in the solution of numerous problems. The problems are so selected that the student is trained to analyze correctly and gain correct form and desired speed in solving difficult problems, involving a knowledge of partnerships, executors' accounts, corporation accounts, revenue accounts, fire insurance, real estate accounts, manufacturing cost accounts, mergers, reorganizations, statement of affairs, realizations and liquidations as well as law, income tax procedure and auditing. Prerequisite, graduate standing with adequate preparation to be determined by the instructor; Advanced Theory and Practice. *Four hours, each term.*

201 a, b. INCOME TAX PROCEDURE. An intensive study is made of the income and excessive profits tax laws of the United States. The student will be required to solve many problems involving personal, partnership and corporate returns. A thorough study is made of the forms, law, regulations, treasury decisions, involving all the modern points of law as well as decisions and rulings which affect business at present.

Pre-requisite, graduate standing, Advanced Accounting Principles, or equivalent practical experience.

Five hours, fall and winter terms.

202. REPORT WRITING. This course provides special training in the technique of good accounting reports as well as how to make proper analysis of audit papers. The styles and forms of many large firms will be studied so that the student will be familiar with the many forms in use. The ability to form correct conclusions and give sound business advice from data given by audit papers is essential to the professional accountant.

Problems and research work, class discussions, report writ-

ing and library assignments will form the major part of this work.

Prerequisites, Graduate Standing, Auditing, Advanced Accounting Theory and Practice.

203 a, b, c. GRADUATE SEMINAR IN ACCOUNTING. Seminar and research in accounting. *Each term.*

210 a, b, c. GRADUATE SEMINAR IN GENERAL BUSINESS. Seminar and research in the problems of general business. *Each term.*

215 a, b, c. GRADUATE SEMINAR IN FOREIGN TRADE. Seminar and research in foreign trade. *Each term.*

The University of Oregon

Includes the following Colleges and Schools, located at Eugene, except as stated:

- THE GRADUATE SCHOOL
- THE COLLEGE OF LITERATURE, SCIENCE AND THE ARTS
- THE SCHOOL OF ARCHITECTURE
- THE SCHOOL OF BUSINESS ADMINISTRATION
- THE SCHOOL OF EDUCATION
- THE SCHOOL OF JOURNALISM
- THE SCHOOL OF LAW
- THE SCHOOL OF MEDICINE (Portland)
- THE SCHOOL OF MUSIC
- THE SCHOOL OF PHYSICAL EDUCATION
- THE SCHOOL OF SOCIOLOGY
 - School of Social Work (Portland).
- THE EXTENSION DIVISION
 - Department of Extension Instruction.
 - Department of Social Welfare.
 - Portland Extension Center.
- THE SUMMER SESSION
 - Divisions at Eugene and Portland.

The University publishes Bulletins descriptive of its various Schools and Colleges, and a Bulletin of General Information which will be sent on request to any interested persons. The General Catalogue is printed only for purposes of exchange with other institutions.

Requests for bulletins or for general information should be addressed to

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