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A CATALOGUE STUDY OF BUSINESS OFFERINGS  
IN THE  
COLLEGES OF THE PRESBYTERIAN CHURCH, U. S.

BY

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3771

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## CHAPTER I

### Introduction

This study is a catalogue study of the business offerings and graduation requirements of the colleges of the Presbyterian Church, U. S. For clarification of the scope involved, a brief explanation is here presented to make clear the distinction between the Presbyterian Church, U. S. and the Presbyterian Church, U. S. A. In 1801, the Presbyterian Church in the United States of America united with the Congregational Church. In 1837 there was a severance of this relation resulting in two branches known as the "Old School" section and the "New School" section. It was from the "Old School" body that the synods of the South withdrew in the opening year of the Civil War, becoming known as "The Presbyterian Church in the Confederate States of America." At the close of the Civil War the title was changed to "The Presbyterian Church in the United States" or "The Presbyterian Church, U. S." Although it is popularly called "The Southern Presbyterian Church," its official name is "The Presbyterian Church, U. S." The "Old School" is now called "The Presbyterian Church in the United States of America." In the South it is called "The Northern Presbyterian Church."

The following states are represented in the Presbyterian Church, U. S.: Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, Missouri, North Carolina, Oklahoma, South Carolina, Tennessee, Texas, Virginia, and West Virginia. In this area, as shown on the map on

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Presbyterians: Their History and Beliefs, Pub. by The Presbyterian Committee of Publication, Richmond, Va., Texarkana, Arkansas-Texas, 1928, by Walter L. Lingle, D. D., LL.D.

Is Organic Union of the Presbyterian Church to be Desired? by Rev. Wm. Crowe, D. D. Pub. in the July 1944 issue of The Southern Presbyterian Journal.

page 4, North Carolina leads the list with 8 Presbyterian colleges. Of this number, 5 colleges are for women, 2 for men, and one is co-educational. Virginia has 3 Presbyterian colleges; Kentucky, Tennessee, and Texas each have 2 Presbyterian colleges; and Arkansas, Georgia, Mississippi, Missouri, South Carolina, and West Virginia each have one Presbyterian college.

There are twenty-three white colleges in this area; they are listed on page 3 according to men's colleges, women's colleges, co-educational colleges, and co-ordinate college. The listing shows that there are 9 colleges for women, 6 for men, 7 co-educational, and 1 co-ordinate. Centre College in Kentucky operates under the plan of co-ordinate education, the men are taught on the campus of the Men's College, and the women are taught on the campus of the Women's College.

Of the 23 colleges, 15 are four-year colleges, one a two-year Bible training school, offering the Bachelor of Religious Education, Master of Religious Education, and Master of Arts in English Bible degrees. The Master's degree is granted if the student has taken the work in addition to a four-year course at another college. Seven of the colleges represented are junior colleges.

The authoritative list of the colleges was obtained from the Minutes of the Thirty-first Annual Meeting of the Presbyterian Educational Association of the South, Montreat, North Carolina, June 29-July 4, 1944.

## WHITE COLLEGES OF THE PRESBYTERIAN CHURCH, 1944-1945

<u>Institution</u>	<u>Level</u>	<u>Location</u>	<u>Year Organized</u>
<u>Men</u>			
1. Davidson College	4-year	Davidson, N. C.	1836
2. Hampden-Sydney College	4-year	Hampden-Sydney, Va.	1775
3. Presbyterian College	4-year	Clinton, S. C.	1880
4. Presbyterian Junior College	Junior	Maxton, N. C.	1928
5. Schreiner Institute	Junior	Kerrville, Texas	1923
6. Westminster College	4-year	Fulton, Missouri	1851
<u>Women</u>			
7. Agnes Scott College	4-year	Decatur, Georgia	1889
8. Belhaven College	4-year	Jackson, Miss.	1894
9. Flora Macdonald College	4-year	Red Springs, N. C.	1896
10. Gen. Assem. Training School	2-year	Richmond, Va.	1914
11. Mary Baldwin College	4-year	Staunton, Va.	1842
12. Mitchell College	Junior	Statesville, N. C.	1856
13. Montreat College	Junior	Montreat, N. C.	1916
14. Peace College	Junior	Raleigh, N. C.	1857
15. Queens College	4-year	Charlotte, N. C.	1857
<u>Co-Educational</u>			
16. Arkansas College	4-year	Batesville, Ark.	1872
17. Austin College	4-year	Sherman, Texas	1849
18. Davis and Elkins College	4-year	Elkins, W. Va.	1904
19. King College	4-year	Bristol, Tenn.	1867
20. Lees-McRae College	Junior	Banner Elk, N. C.	1900
21. Southwestern	4-year	Memphis, Tenn.	1848
22. Scott-Lees Collegiate Institute	Junior	Jackson, Kentucky	1884
<u>Co-Ordinate</u>			
23. Centre College of Kentucky	4-year	Danville, Kentucky	1819





Bases of Admission

The bases of admission, as stated in the catalogues of the colleges reporting, are presented in Table A in the Appendix. In general, the colleges require the student to have graduated from a standard or accredited high school. In some cases, if the student is not a graduate of an accredited high school, but has completed the equivalent of the four-year high school, he is required to take an examination administered by the college. Following are methods of admitting students:

	Number of Colleges
Graduates of standard schools with 15 units....	12
Graduates of standard schools with 16 units....	3
Graduates in highest quarter of class of 40 or more accepted without regard to specified requirements.....	1
Graduates of accredited four-year secondary schools.....	2
Statement of honorable dismissal.....	1
Nothing stated.....	3

In addition to scholastic requirements, 12 of the colleges mention good character. Ten colleges require a statement of good health, or a vaccination certificate for entrance to college.

The requirements for entrance, as stated in the catalogues, are given in Table B in the Appendix. English (3 to 4 units) was specified by all the colleges listing their entrance requirements. Mathematics (usually Algebra and Plane Geometry), History, and foreign language are most frequently required. Other courses specified by most of the colleges are Bible, Biology, Botany, Chemistry, French, Home Economics, Latin, Spanish, and Music. The number of electives in the 10 colleges listing electives ranges from 2 to  $9\frac{1}{2}$  units. A list of subjects is included in the catalogues from which the specified elective units may be selected. Nine colleges include Bible as an entrance elective, since in these colleges Bible is a

required subject; 8 colleges list business subjects as electives. The religious training school (No. 10 in the table) prefers the students to have taken shorthand and typewriting in high school, college, or business school before attending the Training School. Placement examinations in shorthand and typewriting are given in 2 colleges.

#### Purpose of the Colleges

The Presbyterian colleges stress the development of Christian character. Their primary purpose is to provide general education under Christian influences and they are characterized by religious activities on the campus. The educational programs provide both general and practical education, as is shown by the following excerpts from the stated purposes appearing in the college catalogues:

The program includes preprofessional study in conformity with liberal arts aims, looking towards divinity, medicine, engineering, law, teaching, business administration, and public service. (Westminster College)

It is the purpose of the college to provide a well-balanced educational program of excellent quality which will develop young women intellectually, spiritually, and culturally, and prepare them for useful vocations in life. (Flora Macdonald College)

The College not only offers training for professional or vocational efficiency but also insists upon a well-rounded liberal education designed to fit the student to cooperate in democratic union with his fellowmen in making reason, justice, and love triumph over unreason, injustice, and hatred. (Davis and Elkins College)

The purpose since its founding has been to offer the best possible educational advantages under positive Christian influences--the training and furnishing of the mind in a modern, well-equipped college, and at the same time the formation and development of Christian character and ideals. (Agnes Scott College)

The college recognizes also that the modern college woman often needs a degree of technical training in order that she may find her place in the community and make her contribution to society in business or professional life, and endeavors to adjust its curriculum to equip the graduate to meet the demands of modern life in these practical relationships. (Mary Baldwin College)

The ultimate aim is to prepare students to fill positions of trust and importance with credit to themselves and satisfaction to those who may employ them. (Arkansas College)

It is with the practical aspects of the educational programs of the Presbyterian colleges that the present study deals. The pages that follow present a report on the business offerings of the colleges.

#### Statement of the Problem

This study is a catalogue study of business offerings in 22 colleges of the Presbyterian Church, U. S. in terms of (1) courses offered in business, secretarial training, and economics; (2) amount of credit given in each subject; (3) degrees and certificates (requirements for graduation).

#### Source of Data and Procedure

The data of the study were obtained from the 1944-1945 catalogues of 22 of the 23 Presbyterian colleges on the official list of the Presbyterian Educational Association of the South. Scott-Lees Collegiate Institute did not respond to two requests for a catalogue, and was therefore omitted.

The first step in the approach to this study was to examine the catalogues for listings of business offerings. The index of each catalogue was examined for "Courses of Study." From the index, it was found that the colleges designated the departments as: Business Administration, Economics, Economics and Business, Business, Business Education, Business and Secretarial, Secretarial Administration, Secretarial Science, Secretarial, Course for Medical Secretaries, and Course for Church Secretarial Work.

The catalogue listings were accepted as authentic, without investigation as to whether the announced courses were actually scheduled, since verification through personal visits and other means of investigation would have been too time-consuming and too costly for one individual to make.

As the catalogues were received and examined, an individual data sheet was prepared for each college, giving the names of the courses and credit allowance for each course. The data were then combined into a summary table (Table I) for all 22 colleges. For purposes of this study the courses were classified under three Groups: Business (Group I), including those courses which provide a background of information about business, as distinct from skill training; Secretarial (Group II), including those which were listed in the catalogues as "secretarial" courses; and Economics (Group III), including those courses in economics which were named in the business sequence of any college.

In the classifying of certain courses, the catalogues were re-examined for announcement of courses which were included in some business departments, but not in others. In the three instances of offerings in Business Arithmetic (or Commercial Arithmetic) it was found to be offered through the business department, and was therefore classified in Group I. Business Correspondence, offered in 9 colleges, was listed in one instance as a course in the English department. In the other listings it was named as a secretarial course, and was therefore classified in Group II. Statistics was arbitrarily classified in Group I as a business course. It was named in the business sequences but was found to be offered as a "commerce" subject in only one college; in 2 colleges it was listed as an economics course and in 7 colleges as a mathematics course.

Credit was found to be variously expressed in terms of semester hours, term hours, quarter hours, and session hours. For comparability of the data, all credits were translated into semester hours. A semester hour represents approximately one lecture period of one hour per week for eighteen weeks, or two hours of laboratory work a week for eighteen weeks.

Graduation requirements from the business curricula were tabulated in terms of semester hours and quality points. Quality points were found to be computed from various bases. In the majority of the colleges a "C" grade was assigned a quality point of 1, "B" grade 2, and "A" grade 3. When the different scales were reduced to a common base, it was found that the graduation requirement in quality points represents the maintenance of a C average.

#### Parallel Studies

Thompson<sup>1</sup>, in 1932, studied the business offerings in 45 colleges sponsored by the Board of Christian Education in the Presbyterian Church, U. S. A. He found that all 45 of the colleges offered business courses, with 42 of the colleges granting degrees to students majoring in business education.

In his study, he found 37 subjects with credit ranging from 0 credit to 12 semester hours in each subject. He further reported on the enrollments, the number of instructors, and the degrees earned.

Dr. George A. Works<sup>2</sup> of Chicago, with a staff of ten men outstanding in various fields of education, conducted a survey of the colleges and theological seminaries under control of the Presbyterian Church, U. S. "Preliminary discussion of such a study extended over a considerable period of time prior to the date of actual beginning, which was in September, 1941."<sup>3</sup>

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1. James M. Thompson, "The Status of Business Education in Presbyterian Colleges." Master of Arts Thesis, Colorado State Teachers College, Greeley, Colorado, August, 1932.

2. George A. Works, Report of a Survey of the Colleges and Theological Seminaries of the Presbyterian Church in the United States, 1941-1942, Louisville, Kentucky.

3. Ibid. p. v.

Dr. W. H. Spencer<sup>1</sup>, Dean of the School of Business Administration at The University of Chicago, stated in the Works' Survey that he visited seven of the colleges, examined the catalogues of all the colleges, and prepared the report on their offerings in business and related subjects. The seven colleges which he actually visited were: Presbyterian College, Presbyterian Junior College, Flora Macdonald College, Queens College, Centre College, King College, and Davis and Elkins College.

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1. W. H. Spencer, "Business and Allied Subjects in a Group of Colleges of the Presbyterian Church in the United States," Part III of Report of a Survey of the Colleges and Theological Seminaries of the Presbyterian Church in the United States, 1941-1942, Louisville, Kentucky, p. 79.

## CHAPTER II

### FINDINGS

#### Course Offerings and Amount of Credit

The offerings in each of the 22 colleges are listed in Table I by course name and number of semester hours of credit. Courses are grouped in three classifications: Business (Group I), Secretarial (Group II), and Economics (Group III). Through the code numbers in the column headings, the colleges may be identified by reference to page 3. The letters M, W, Co, and C designate respectively Men, Women, Co-educational, and Co-ordinate colleges.

Table II lists the courses in the order of their frequency, and gives the percentage of the colleges offering the courses. More than three-fourths (76.4%) of the courses were offered in fewer than 5 colleges. Only one-seventh (14%) of the courses were offered by half of the colleges.

The total number of courses offered in the Business, Secretarial, and Economics divisions in 1944-1945 was 69, with credit requirements ranging from zero to twelve semester hours.

The following courses were offered in 50% or more of the colleges: Principles of Economics, Principles of Accounting, Shorthand, Typewriting, Money and Banking, Business Law, and Office Practice.

Principles of Economics was taught in 20 colleges, with the majority of the colleges giving 6 semester hours credit.

Principles of Accounting was offered in 19 colleges. Twelve of the colleges gave 6 semester hours credit in this course. The amount of credit given in the colleges ranged from 3 to 8 semester hours.

TABLE I

OFFERINGS IN BUSINESS, SECRETARIAL, AND ECONOMICS COURSES IN EACH OF THE  
22 PRESBYTERIAN COLLEGES, 1944-1945

Courses	Semester Hours																					
	College																					
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
M	M	M	M	M	M	W	W	W	W	W	W	W	W	W	Co	Co	Co	Co	Co	Co	C	
<u>I. BUSINESS</u>																						
Prin. of Accounting	6	6	8	3	8	6	6		6	6	6	3	8	6	8	6	6	6	6	6	8	
Business Law			3	3	6	3		6	3			3	3	6	6	3					6	
Statistics	3		3		3	3		6				3	3		4					3	3	
Adv. Accounting			6		8	6	6					3	8	6								
Bus. Organ. & Adm.			3	3	3								3	3	3	3					3	
Math. of Finance			3			2	3						3		4						3	
Insurance	3		3	3																	3	
Transportation	3														3	3					3	
Finan. Organ. & Adm.	3																3				3	
Cost Accounting				3													3				3	
Business Cycles	3																				3	
Corp. Finance					3										3	3						
Math. of Investment				3											3	3						
Investment Prin.	3																				3	
Govt. & Business	3																				6	
Business Finance																				3	3	
Salesmanship				3														2				
Advertising				3														2				
Inter. Accounting																		3				
Personal Finance						3				3												
Bus. Arithmetic												4	3								3	
Risk & Risk Bearing																		3				
Law of Contracts and Commercial Papers					3																	
Auditing																						
Industrial Mgm.																					3	
Retail Merchandising																		3				
Church Organ. & Adm.										3												
Church Office Adm.										2												
Senior Tutorial																					6	
So. Regional Problems																					3	
Teaching of Business Subjects																						

(Continued)

TABLE I - Continued

Courses	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	23
	M	M	M	M	M	M	W	W	W	W	W	W	W	W	W	Co	Co	Co	Co	Co	Co	C
<b>II. SECRETARIAL</b>																						
Typewriting		0	2	0			6	10	0	5	12	8	6	6	2	4	12	0	6			3
Shorthand		10	4	3			12	12	0	5	12	12	6	9	3	8	12	0	3			3
Dict. & Transcription															3		4					
Office Practice		1½	3				3	2		2	3	3	6	3	6	4	3					
Bus. Correspondence		2						3		2	6		3	9	3		2		6			
Spelling			0					0					2									
Medical Shorthand																		4		3		
Filing												1										
Gen. Bus. Science																3						
Penmanship			0					0														
Rapid Calculation								0														
Typing for Pers. Use										0												
Office Mgm. & Tech.														6	4							
Office Supv. & Mgm.																			3			
Bookkeeping																3*						
Church Office Skills										1												
<b>III. ECONOMICS</b>																						
Prin. of Economics	6	6	6	6	3	6	6	3	3		6		3	2	3	6	6	6	3	6	6	6
Money & Banking	6	6	3	3		3	4	3									3	3	3		3	3
Labor Problems	3					3	3			3					3		3	3			3	3
Prin. of Marketing	3	3	3	3	3		3											3	3		3	3
Public Finance	3	3			3	3½												3			3	3
Econ. Geography		3	3	3	3	3	3											3				3
Econ. of Consumption						2				3											3	3
Hist. of Econ. Thought																	6					3
Current Econ. Policies															3							3
Econ. Hist. of U. S.						3													3			
Citizen. & Pub. Affairs																					6	3
Wartime & Post. Econ. Probs.																					3	
Production Economics																						3
Theories of Economic & Soc. Reform								3½														
Adv. Economic Theory						3																
Internat. Econ. Policies						3																
Conserv. of Natural Resources																	3					
Consumer Economics							3															3
Rise of Mod. Ind. in Eur.						3																
Rise of Mod. Ind. in Amer.						3																
Hist. of Com. & Industry					6																	
Soc. Control of Bus.							3															

\*Not open to candidates for a degree  
or for the two-year business certificate.

Money and Banking, ranking fifth in frequency, was offered in 12 colleges, with most of the colleges giving 3 semester hours credit, though the range is from 3 to 6 semester hours.

Business Law, sixth place in frequency, was offered by 12 colleges. Seven of these colleges listed 3 semester hours credit, and 5 colleges listed 6 semester hours credit.

Statistics was offered by 10 colleges as a course named in the business sequence, with most of the colleges giving 3 semester hours credit.

Typewriting and Shorthand were offered in 17 colleges (77%), and the credit ranged from 0 to 12 semester hours for each course. There were 4 colleges which listed zero credit for Typewriting; 2 were men's colleges, one was a co-educational college; and the fourth was the religious training school, which does not offer a degree in business. One listing of Typewriting for Personal Use gave no credit in semester hours for this course. Two colleges listed zero credit in Shorthand. One was a co-educational college, and the second was the religious training school.

Office Practice was offered by 12 of the 22 colleges. The credit given was as follows: One college listed  $1\frac{1}{2}$  semester hours; 2 colleges, 2 semester hours; 6 colleges, 3 semester hours; 1 college, 4 semester hours; and 2 colleges listed 6 semester hours credit.

Two co-educational colleges, one a senior college and one a junior college, offered Medical Shorthand, involving a technical vocabulary of medicine and surgery.

It was found that the co-educational colleges offered more courses under Business (Group I); the courses offered in Secretarial (Group II); and Economics (Group III) were about equally divided in frequency.

TABLE II

FREQUENCY DISTRIBUTION OF COURSES OFFERED IN BUSINESS, SECRETARIAL, AND ECONOMICS IN EACH OF THE 22 PRESBYTERIAN COLLEGES, 1944-1945

Courses	Colleges Offering the Subject	
	No.	%
1. Principles of Economics	20	90.9
2. Principles of Accounting	19	86.4
3. Typewriting	17	77.3
4. Shorthand	17	77.3
5. Money & Banking	12	54.5
6. Business Law	12	54.5
7. Office Practice	12	54.5
8. Statistics	10	45.5
9. Labor Problems	9	40.9
10. Principles of Marketing	9	40.9
11. Business Correspondence	9	40.9
12. Public Finance	7	31.8
13. Economic Geography	7	31.8
14. Business Organization & Administration	7	31.8
15. Advanced Accounting	7	31.8
16. Mathematics of Finance	6	27.3
17. Insurance	5	22.7
18. Transportation	4	18.2
19. Economics of Consumption	4	18.2
20. Financial Organization & Management	3	13.6
21. Cost Accounting	3	13.6
22. Business Cycles	3	13.6
23. Mathematics of Investment	3	13.6
24. Corporation Finance	3	13.6
25. Spelling	3	13.6
26. Business Arithmetic	3	13.6
27. History of Economic Thought	2	9.1
28. Current Economic Policies	2	9.1
29. Consumer Economics	2	9.1
30. Economic History of United States	2	9.1
31. Investment Principles	2	9.1
32. Government & Business	2	9.1
33. Business Finance	2	9.1
34. Salesmanship	2	9.1
35. Advertising	2	9.1
36. Dictation & Transcription	2	9.1
37. Penmanship	2	9.1
38. Office Management & Techniques	2	9.1
39. Medical Shorthand	2	9.1
40. Personal Finance	2	9.1
41. Intermediate Accounting	1	4.5
42. Bookkeeping	1	4.5

(Continued)

TABLE II (Continued)

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43. Citizenship & Public Affairs	1	4.5
44. War-time & Postwar Economic Problems	1	4.5
45. Production Economics	1	4.5
46. Theories of Econ. & Social Reform	1	4.5
47. Advanced Economic Theory	1	4.5
48. International Economic Policies	1	4.5
49. Conservation of Natural Resources	1	4.5
50. History of Commerce & Industry	1	4.5
51. Law of Contracts & Commercial Papers	1	4.5
52. Filing	1	4.5
53. Auditing	1	4.5
54. Industrial Management	1	4.5
55. Office Supervision & Management	1	4.5
56. Risk & Risk Bearing	1	4.5
57. Retail Merchandising	1	4.5
58. Social Control of Business	1	4.5
59. General Business Science	1	4.5
60. Rapid Calculation	1	4.5
61. Typing for Personal Use	1	4.5
62. Senior Tutorial	1	4.5
63. Southern Regional Problems	1	4.5
64. Rise of Modern Industry in Europe	1	4.5
65. Rise of Modern Industry in America	1	4.5
66. Church Organization & Administration	1	4.5
67. Church Office Administration	1	4.5
68. Church Office Skills	1	4.5
69. Teaching of Business Subjects	1	4.5

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The women's colleges offered more courses in Secretarial (Group II), and the offerings by the women's colleges were about equally divided between Business (Group I) and Economics (Group III).

Economics courses (Group III) predominated at the men's colleges.

The co-ordinate college had about the same number of courses in Business (Group I) and Economics (Group III), and offered only Typewriting and Shorthand in the Secretarial (Group II).

The distribution of the colleges according to the semester hours credit given in the most frequently offered courses is shown in Table III. There was a greater number of colleges which listed 3-semester-hour courses, but in the total range of from 0 to 12 semester hours, the 6-semester-hour courses ranged second in frequency.

#### Comparative Findings

The discussion which follows presents some comparisons of the results of this study with the findings reported by Thompson in 1932 for the 45 colleges sponsored by the Board of Christian Education in the Presbyterian Church, U. S. A., and by Spencer who participated in the 1941 survey, directed by Works, of the colleges concerned in the present study, with the exception of the religious training school.

In Thompson's findings for 1931-32, Principles of Economics was offered in 42 of the 45 colleges, with the credit ranging from 2 to 10 semester hours; 17 colleges allowed 6 semester hours credit and 18 colleges allowed 3 semester hours credit. Spencer's study, in the Works' survey, showed that 19 colleges offered Principles of Economics, with the majority of the colleges giving 6 semester hours credit. In the present study, the course was offered in 20 colleges, with the majority of the colleges giving 6 semester hours credit.



Principles of Accounting, as found in Thompson's study, was offered in 27 colleges; Spencer reported 14 colleges offering the course. In the 1944-45 catalogues it was found that Principles of Accounting was offered in 19 colleges; 12 of the colleges giving 6 semester hours credit; the range was from 3 to 8 semester hours.

Money and Banking ranked second in frequency in Thompson's findings, being offered in 37 of the 45 colleges in his group. Spencer reported 11 colleges offering this course, with all the colleges giving 3 semester hours credit. It ranked fifth in frequency in the present study, and was offered in 12 colleges, with most of the colleges giving 3 semester hours credit.

Business Law was reported by Thompson as ranking fourth place in frequency, representing 28 of the 45 colleges concerned in his study. Spencer listed the offering of Business Law in 12 colleges; 8 colleges gave 3 semester hours credit and 4 colleges gave 6 semester hours credit. This finding corresponds fairly closely to that of the present study, in which Business Law ranks sixth place in frequency, with 7 colleges giving 3 semester hours credit and 5 colleges giving 6 semester hours credit.

Thompson reported 21 colleges offering Statistics, with credit ranging from 3 to 6 semester hours. In the report by Spencer, there were 6 colleges which offered Statistics, and all but one gave 3 semester hours credit. The present study shows a slight increase, with 10 colleges offering Statistics, and most of the colleges giving 3 semester hours credit.

The findings by Thompson on Typewriting and Shorthand showed that these courses were offered in only 10 colleges (22%); Spencer reported 12 colleges offering Typewriting, and 14 colleges offering Shorthand, with credit ranging from 3 to 12 semester hours for each course. The catalogues

for 1944-45 showed that 17 colleges (77%) offered Typewriting and Shorthand, with credit ranging from 0 to 12 semester hours for each course.

In Thompson's findings, there were only 5 colleges which offered Office Practice. He stated that the credit for the 5 colleges reporting the course totaled 14 semester hours. Spencer reported 9 colleges which offered Office Practice, with the majority of the colleges allowing 3 semester hours credit; the range was from 3 to 10 semester hours. In the present study, 12 of the 22 colleges offered Office Practice, with credit ranging from  $1\frac{1}{2}$  to 6 semester hours.

Neither Thompson nor Spencer reported a finding on Medical Shorthand, while 2 colleges (one four-year and one junior college) listed this course in the present study.

#### Requirements for Graduation

The number of semester hours required for graduation, and the degrees which the colleges grant to students majoring in business are shown in Table IV. The following colleges did not grant a degree or a certificate, and were therefore omitted from Table IV: Hampden-Sydney College, Schreiner Institute, Assembly's Training School, Arkansas College, and Lees-McRae Junior College. Flora Macdonald College grants a two-year certificate, but does not offer a degree to students majoring in business.

The graduation requirement for the Bachelor of Arts degree ranged from 120 to 124 semester hours and quality points, or the equivalent; for the Bachelor of Science degree, 122 to 130 semester hours and quality points; for the Bachelor of Science in Commerce, 130 semester hours and quality points; and the Bachelor of Science in Secretarial Administration, 128 semester hours and quality points. According to the statement of a Registrar of a four-year college, the standard number of semester hours required for graduation is 120.

The following quotation is taken from the "Constitution and Standards of the Southern Association of Colleges and Secondary Schools":

The minimum requirement for a baccalaureate degree shall be 120 semester hours, or the equivalent, with such tentative restrictions as may be deemed needful.<sup>1</sup>

Professional schools, or departments in any institutions which operate a professional school or department, must meet the general requirements outlined for a baccalaureate degree, and must have support of resources which will insure the maintenance of such work without weakening or jeopardizing the graduate program.<sup>2</sup>

Some colleges required Physical Education and included the credit with the number of hours required for graduation, while other colleges required Physical Education, but it was taken in addition to the number of hours listed as required for graduation. Presbyterian College listed 130 hours required for graduation for the Bachelor of Science in Commerce, but the student was required to take military science and tactics, or physical education, which added to the number of hours required above the standard. Belhaven College, also requiring a total of 130 hours for graduation, required 10 semester hours in Bible and 4 semester hours in physical education.

Credits were assigned quality points and the minimum in quality points for graduation was specified by all colleges except one, which did not make a statement about quality ratings. Quality ratings were variously computed in the colleges. A grade of "A" was assigned a quality of 4 and "C" a quality of 1 in some colleges; in others "A" was given a value of 3 and "C" a value of 1. The requirements in quality points, when interpreted on a common basis, were found to represent a "C" average.

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1. "Constitution and Standards of the Southern Association of Colleges and Secondary Schools," Pub. by Duke University Press, Durham, N. C. Southern Association Quarterly, February 1944, p. 173.

2. Ibid., p. 178.

TABLE IV  
 REQUIREMENTS FOR GRADUATION AND DEGREES GRANTED

<u>College</u>	<u>Sem. Hrs. for Graduation</u>	<u>Degree open to Bus. Students</u>
1. Davidson	122	B. S.
8. Belhaven	130	B. S.
15. Queens	124	B. S.
17. Austin	124	B. S.
21. Southwestern	124	B. S.
6. Westminster	124	B. A.
7. Agnes Scott	120	B. A.
11. Mary Baldwin	124	B. A.
19. King	122	B. A.
23. Centre	120	B. A.
3. Presbyterian	130	B. S. in Commerce
18. Davis and Elkins	128	B. S. S. A.

Of the 15 four-year colleges, 12 offered a degree open to business students. The Bachelor of Arts degree was the only degree offered in 5 of the colleges, and it was therefore the degree granted in the business curricula. The remaining 7 colleges offered both the Bachelor of Arts and Bachelor of Science degrees. In 5 of these colleges, the degree open to business students was Bachelor of Science. Special degrees, Bachelor of Commerce and Bachelor of Science in Secretarial Administration, were granted by Presbyterian College and Davis and Elkins College respectively.

Agnes Scott College did not list the required courses for the Bachelor of Arts degree, but offered Economics courses. Students electing Business Economics were expected to take the course at nearby Emory University, and they received credit for these courses at Agnes Scott College.

Westminster College did not specify the courses required for the Bachelor of Arts degree, but stated that 124 semester hours were required for graduation.

Austin College, which grants the Bachelor of Science degree, specified 24 semester hours in Economics and Business, and a minor of 18 hours, to be selected in conference with the major professor.

The most frequently required courses were: Principles of Economics, Principles of Accounting, Shorthand, Typewriting, Money and Banking, Business Law, Office Practice, and Statistics, as shown in Table V.

Other courses which were listed as required courses for the degree, but which were not in the business curriculum were: Physical Education, Hygiene, History, English, Science, Language, Mathematics, Bible, and Psychology. These are listed in Table V.

TABLE V

## REQUIRED COURSES SPECIFIED BY THE 12 COLLEGES GRANTING BACHELOR'S DEGREES

Courses Required	1	3	6*	7*	8	11	15	17*	18	19	21	23	Total
	M	M	M	W	W	W	W	Co	Co	Co	Co	C	
Principles of Economics	6	6			3		6		6	3	6	6	8
Principles of Accounting		6			6	6	8		6	6	6	8	8
Shorthand					8	5	9		12				4
Typewriting					6	5	6		10				4
Money and Banking		3			3				3	3	3	3	6
Business Law					3	3	3		3	3			5
Office Practice			1		3	2	4						4
Statistics		3	3					3	4			3	6
Labor Problems		3										3	3
Prin. of Marketing						3			3	3	3		4
Business Correspondence			2				2		2				3
Economic Geography						3		3	3				3
Bus. Organ. & Admin.			3							3		3	3
Advanced Accounting										6			1
Math. of Finance			3					3	3				3
Transportation		3											1
Econ. of Consumption						3							1
Finan. Organ. & Mgm.									3	3		3	3
Cost Accounting									3			3	2
Business Cycles		3											1
Math. of Investment											3		1
Corp. Finance									3				1
Invest. Principles			3								3		2
Dict. & Transcription							3						1
Medical Shorthand									4				1
Production Economics												3	1
Physical Education			6		4	2	4				0	2	6
Hygiene						2							1
History						6	6				6		3
English							12				12		2
Science		16			12	6	8		8		8		6
Language		13			6	12	12		12		12		6
Mathematics		13			6						9		3
Elem. Composition								6	6				2
Survey of Literature								6					1
Bible					10	12	6		8	9	12		6
Psychology						6	6		3		6		4

The rate of dictation in Shorthand required for graduation by the colleges was found to range from 80 to 120 words per minute; the required rate of transcription ranged from 20 to 30 words per minute. One college stated "95% accuracy." (Queens). The rate of Typewriting ranged from 40 to 60 words per minute, and "sufficient speed and accuracy to complete any new work." (Belhaven). Centre College stated that the student must have sufficient practice in Shorthand and Typewriting to prepare for positions in secretarial work.

In addition to the Bachelor's degree, business certificates were issued by 4 of these four-year colleges, as shown below:

<u>1-year Certificate</u>	<u>2-year Certificate</u>
Belhaven College	Flora Macdonald College
Queens College	Mary Baldwin College
Davis & Elkins College	Queens College
	Davis & Elkins College

The four junior colleges which issued a business certificate are shown below:

<u>1-year Certificate</u>	<u>2-year Certificate</u>
Mitchell College	Montreat College
Montreat College	Presbyterian Junior College
Peace College	
Presbyterian Junior College	

The required courses for the one-year and two-year certificates from the junior colleges are listed in Table VI. There are four junior colleges which issued certificates. The range in the number of hours required for a one-year certificate was from 33 to 38 semester hours; and for the two-year certificate from 60 to 72 semester hours. One college for men offered a one-year and a two-year certificate. The three colleges for women offered a one-year certificate, but courses could be taken in the

TABLE VI

## REQUIRED COURSES SPECIFIED BY THE 4 JUNIOR COLLEGES GRANTING CERTIFICATES

Courses Required	4		12 13 14			13
	Certificates 1-year	Certificates 2-year	Certificates 1-year			Certificates 2-year
Principles of Economics	6	6				
Principles of Accounting	4	8	6	6		6
Typewriting	2	2	6	4	3 1/3	8
Shorthand	2	4	6	6	3 1/3	12
Money and Banking		3				
Business Law	3	3				
Office Practice		3	3	3	3 1/3	3
Principles of Marketing		3				
Business Correspondence			6		6 2/3	
Economic Geography	6	3				
Bus. Organ. & Admin.	3	3				
Insurance		3				
Cost Accounting		3				
Spelling	0	0			4	
Business Arithmetic				2	2	4
Salesmanship	3	3				
Advertising		3				
Penmanship	0	0				
Filing			1			
Physical Education			2	1	0	2
Hygiene		3	1			2
Bible	6	12		2	2	8
Grammar & Composition	6	6		6		
Review of Arithmetic	0	0				
Adv. Rhetoric & Composition						6
Electives, from Economics, Language, Psychology, Mathematics, or Business Law						6

second year which would lead to a degree at a four-year college. One co-educational college responding (Lees-McRae) did not list a certificate. This college specializes in medical secretarial training. After the student has completed the two-year curriculum, she is expected to spend at least nine months at Grace Hospital for supervised office experience.

All the junior colleges which granted certificates required the following courses: Principles of Accounting, Typewriting, Shorthand, and Office Practice.

Other courses frequently required were: Business Law, Business Correspondence, Economic Geography, Business Organization and Administration, Business Arithmetic, Grammar and Composition, Review of Arithmetic, and Bible.

Courses which were specific to the men's college but not required by the women's colleges were: Salesmanship, Advertising, and Penmanship.

## CHAPTER III

### SUMMARY

This study is a catalogue study of business offerings in terms of (1) courses offered in business, secretarial training, and economics; (2) amount of credit given in each course (3) degrees and certificates (requirements for graduation), in each of the 22 colleges of the Presbyterian Church, U. S. Of these colleges, 6 are men's colleges, 9 are women's colleges, and the remaining 7 admit both men and women. Fifteen of these colleges are four-year colleges, 6 are junior colleges, and 1 is the religious training school which offers church secretarial work, but does not grant a business certificate. The following summary presents some of the major findings with respect to courses offered, credit allotted to the courses, graduation requirements, and the degrees and certificates granted students majoring in business.

Although every college represented offered some courses in either business, secretarial, or economics, or a combination of these divisions, only 12 offered sequences in these areas leading to a Bachelor's degree. Seven of these offered the Bachelor of Science degree. In two instances, however, the name of the degree was "Bachelor of Science in Commerce" or "Bachelor of Science in Secretarial Administration." Bachelor of Arts, being the only degree offered in 5 of the colleges, is the degree granted students completing the business sequence offered in those colleges.

A wide variety was found in the course names, with 69 separate course titles listed in toto. There were 7 courses which were offered in 50% of the colleges. These were: Principles of Economics, Principles of Accounting, Shorthand, Typewriting, Money and Banking, Business Law, and Office Practice.

For the purposes of this summary, the religious training school, in which the offerings are directed toward specific training as church secretaries, is excluded from consideration. The discussion is thus limited to 21 colleges.

Principles of Economics is offered in all but one of the 21 colleges, and Principles of Accounting in all but two colleges. Shorthand and Typewriting are found to be next in frequency, being offered in all but 5 of the colleges. Ranking fourth in frequency (12 colleges), were Money and Banking, Business Law, and Office Practice.

Courses offered in the Secretarial Group were found more frequently in the women's colleges, although one college for women, Agnes Scott, offered courses only in the Economics Group. Two specialized secretarial courses were found: medical shorthand being offered in two colleges, and church office skills offered in one. In Lees-McRae College, which offers medical secretarial training, the student, after completing the two-year curriculum, is expected to spend at least nine months at Grace Hospital for supervised office experience in the hospital.

The co-educational colleges listed more courses in the Business and Economics Groups than were listed in the Secretarial Group.

The junior colleges for women offered more courses in the Secretarial Group than in other Groups. In the junior college for men the three Groups were represented about equally in frequency of courses.

Credit for the courses was variously expressed in semester hours, term hours, quarter hours, and session hours. For comparability of the data, all credits were equated into semester hours, which represented approximately one lecture period of one hour per week for eighteen weeks, or two hours of laboratory work a week for eighteen weeks. Credit allotted

to the various courses ranged from 0 to 12 semester hours, with the 3-semester-hour courses prevailing; 6-semester-hour courses ranged second in frequency. In some specialized courses the minimal level of proficiency was announced. For instance, the rate of dictation required in Shorthand was found to range from 80 to 100 words a minute, and rate of transcription from 20 to 30 words a minute. The rate announced for Typewriting ranged from 40 to 60 words a minute.

Graduation requirements ranged from 120 to 124 semester hours for the Bachelor of Arts degree, and from 122 to 130 semester hours for the Bachelor of Science degree. The differences in the number of hours required for graduation, beyond the standard specified by the Southern Association of Colleges and Secondary Schools, may be partially accounted for in the variations with respect to the inclusion of such courses as Bible, Physical Education, and Military Training. Minimum quality ratings were specified in the stated graduation requirements in all but one college. The basis for computing the quality points were specified, but all were found to represent a minimum of "C" or "average" grade.

Nine colleges, 5 four-year colleges, and 4 junior colleges, provided a program leading to business certificates. The issuance of certificates is not limited to junior colleges or to four-year colleges, nor to the type of personnel, although women's colleges predominate. Nor is the type of certificate (one-year or two-year) characteristic of a particular type of college. Presbyterian College (a junior college for men), Montreat College (a junior college for women), and Davis and Elkins (a four-year co-educational college), offer both one and two-year certificates. The religious training school offers courses in church secretarial work, but does not issue a certificate.

The wide variety of courses found in this study appears to reflect a trend toward increased offerings in the areas investigated. The 69 courses found in this study of 22 colleges is almost double the number reported for 45 colleges in a similar study by Thompson in 1931-32.

In the investigation conducted by Works and his staff in 1941-42, which included all the colleges concerned in this study with the exception of the religious training school, 12 courses were reported which were not in the 1944-45 catalogues. On the other hand, 19 additional course titles appear in the present study for the 21 colleges concerned in both studies. Inspection of the titles of the drop-outs and of the additions indicated that the offerings have not changed essentially. Some of the courses appear to have been modified and given new titles. The content of such courses as Business Psychology, Economic Systems, Advanced Money and Banking, and Federal Tax Accounting may now be incorporated in courses titled as Business Management, Financial Organization and Management, Mathematics of Investment, and specialized Accounting courses. A tendency toward increased offerings of a socio-economic nature is reflected in the present study in such titles as Southern Regional Problems, Social Control of Business, and Theories of Economic and Social Reform.

While a relatively small number of courses was found common to a majority of the colleges, the wide scope represented in a total frequency of 69 courses indicates that the Presbyterian colleges are diversified in their programs of preparation for business. The extensive offerings revealed in the findings give little evidence that the colleges are moving toward simplification of the business programs, as was recommended by

Spencer<sup>1</sup> in his conclusion that:

A liberal arts college may accept a limited amount of such work in partial satisfaction of degree requirements without losing academic caste, provided the program is kept under strict control and effectively administered.

Works' comment that "in view of the size of their student bodies and faculties, many of the colleges included in this Survey are attempting to offer too many majors"<sup>2</sup> and his criticism with respect to vocational preparation, including business courses, that "all too frequently the addition of offerings in these fields is prompted by a desire to meet the competition of other institutions, especially those that are publicly supported"<sup>3</sup> still constitute a challenge to the colleges. In the light of the present findings, further research seems desirable to ascertain whether, in the three years intervening between that survey and the present, the colleges have experienced increases in enrollments, faculties, and facilities commensurate with the apparent extension of offerings in business, secretarial, and economics courses.

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1. W. H. Spencer, "Business and Allied Subjects in a Group of Colleges of the Presbyterian Church in the United States," Part III of Report of a Survey of the Colleges and Theological Seminaries of the Presbyterian Church in the United States, 1941-1942, Louisville, Kentucky. p. 87.

2. George A. Works, Report of a Survey of the Colleges and Seminaries of the Presbyterian Church in the United States, 1941-1942, Louisville, Kentucky, p. 38.

3. Ibid., p. 38.

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APPENDIX

TABLE A  
BASES OF ADMISSION TO COLLEGE

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	23	
<b>ADMITTED BY CERTIFICATE</b>																							
Graduates of standard 4-year secondary schools with 16 units												X	X				X						
Graduates of standard schools with 15 units	X		X	X				X	X		X				X	X		X	X	X	X	X	X
Recommended by the school	X	X	X								X		X		X								
Graduates in highest quarter of class of 40 or more accepted without regard to specific unit requirements																							X
Graduates of accredited 4-year high schools			X										X										
GOOD CHARACTER	X			X			X				X		X		X	X	X	X	X			X	X
GOOD HEALTH Vaccination		X		X			X		X	X	X	X	X	X	X								X
SCHOLASTIC APTITUDE TESTS							X																
STATEMENT OF HONORABLE DISMISSAL									X	X							X						
<b>ADMITTED BY EXAMINATION</b>																							
Must pass examination given by the college		X	X						X									X	X	X			
Must pass a standard college entrance examination					X							X					X						





