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COLLEGE COLLECTION

A CATALOGUE STUDY OF THE
" SECRETARIAL PROGRAMS IN
SENIOR COLLEGES IN NORTH CAROLINA

by

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TABLE OF CONTENTS

CHAPTER	PAGE
I. INTRODUCTION	1
The problem	1
Limitations of the Study	2
The colleges	3
Other studies	11
II. FOUR-YEAR SECRETARIAL PROGRAMS	16
Treatment of the data	16
Requirements for secretarial majors	17
Total business offerings	24
Technical subjects	29
Social business courses	30
Business administration courses	31
Courses offered by 40 per cent or more of the colleges	31
III. COURSES MOST COMMONLY OFFERED	33
Technical courses	33
Typewriting	33
Beginning shorthand	37
Advanced shorthand	39
Business arithmetic	41
Machines	42
Office management and practice	45
Accounting	46
Advanced accounting	47
Additional accounting courses	49

CHAPTER	PAGE
Social business subjects	50
Economic principles and problems	50
Business law	51
Economic geography	52
Labor problems	53
Economic history	53
Money and banking	54
Consumer economics	55
Business Administration courses	56
Business correspondence	56
Statistics	56
Courses related to selling.	57
Marketing	59
Summary	59
IV. ONE-YEAR AND TWO-YEAR SECRETARIAL PROGRAMS	63
V. SUMMARY OF FINDINGS, CONCLUSIONS, AND RECOMMENDATIONS	69
Findings	69
One-year and two-year secretarial programs	73
Conclusions	74
Recommendations	76
BIBLIOGRAPHY	80
APPENDIX	82

LIST OF TABLES

TABLE	PAGE
I. North Carolina Colleges Offering Secretarial programs . . .	3
II. Name of Major, Hours Required, and Degree Granted	18
III. Semester Hours in Secretarial Subjects	23
IV. Total Business Offerings and Requirements in Colleges Offering a Major Including Secretarial Subjects	26
V. Business Offerings Classified as Technical, Social, and Business Administration Courses Part I. Technical . . .	27
V. Business Offerings Classified as Technical, Social, and Business Administration Courses Part II. Social Business Subjects	28
V. Business Offerings Classified as Technical, Social, and Business Administration Courses Part III. Business Administration	29
VI. Courses Offered by 40 Per Cent or More of the Colleges . . .	32
VII. Beginning Typewriting	35
VIII. Advanced Typewriting	36
IX. Beginning Shorthand	38
X. Advanced Shorthand	38
XI. Business Arithmetic	42
XII-A. Machines	44
XII-B. Machines - East Carolina Teachers College	44
XII-C. Machines - Woman's College	45
XIII. Office Management and Practice	46
XIV. Principles of Accounting	48
XV. Advanced Accounting	48

TABLE	PAGE
XXVI. Cost Accounting	49
XVII. Other Accounting Courses	49
XVIII. Economic Principles and Problems	50
XIX. Business Law	51
XX. Economic Geography	52
XXI. Labor Problems	53
XXII. Economic History	54
XXIII. Money and Banking	55
XXIV. Consumer Economics	55
XXV. Business Correspondence	56
XXVI. Statistics	57
XXVII. Salesmanship	58
XXVIII. Retail Organization and Management	58
XXIX. Marketing	59
XXX. Types of Secretarial Programs	64
XXXI. Number of Courses Pertaining to Business in One-Year Secretarial Programs	65
XXXII. Number of Courses Pertaining to Business in Two-Year Secretarial Programs	66

CHAPTER I

INTRODUCTION

The Problem

This study grew out of a specific situation involving a proposed reorganization of a secretarial department in a small liberal arts college. Information was desired about the secretarial courses offered, the courses required, and the amount of credit given by colleges in North Carolina.

The problem involves (a) 4-year secretarial offerings in the white senior colleges, analyzed in terms of types of colleges offering secretarial training programs; total business offerings; levels on which courses are offered; departments in which courses are offered; credit hours granted; and course requirements for a major which includes secretarial courses, and (b) 1-year and 2-year programs of secretarial subjects.

The term "secretarial subjects" includes as a minimum shorthand and typewriting.¹ Subjects usually classified as secretarial are: shorthand, typewriting, filing, office machines, and office practice or secretarial practice.

Since no previous study has been made of the secretarial offerings in senior North Carolina colleges, it is hoped that the compilation of data concerning offerings, course placements, credit valuations, and related information will be of some importance in the field of business education. The comparative data of the study may be of value in similar surveys in other states. The findings may be of help to administrators in North Carolina colleges who wish to examine their secretarial programs in the light

¹ Herbert A. Tonne, Principles of Business Education, (New York: Gregg Publishing Company, 1947), p. 409.

of other programs in the state. It is hoped that this study will be of importance, also, to students seeking a North Carolina senior college that offers secretarial training and to vocational teachers and counselors; it will enable them to find in one volume certain data pertaining to senior colleges offering secretarial courses.

Limitations of the Study

Certain weaknesses are inherent in any catalogue study. The catalogues do not represent the exact practices of the colleges. Substitutions are made for requirements in the interest of individuals, classes listed for students of a particular level sometimes admit students of various levels, and advisers adjust students' programs of study to their recognized needs.

Difficulties arise in a catalogue study because of the differences in the organization and presentation of information in the various catalogues. Some of the catalogues omitted specific information in reporting requirements for degrees, requirements for majors, and levels of offerings. Variations in the course titles listed in the various catalogues may have resulted in erroneous combinations of some courses in the tabulation of offerings for this study or in the separate recording of courses that should have been combined but were treated separately in an endeavor to maintain objectivity.

It is known that colleges annually announce courses that are not offered every year. Consequently, the data here reported as of 1946-1947 may include nonexistent courses. For this study the catalogue listings were accepted without other investigation.

A catalogue study, however, does represent the colleges' planned program of study and their recommended procedures. It was such information

that was needed for this study, and in that respect, the source of data may be considered trustworthy.

The Colleges

A list of the colleges in North Carolina classified as senior colleges was obtained from the Educational Directory of North Carolina for 1946-1947. Twenty colleges were found to be classified as senior colleges. A catalogue of each of these colleges was examined in the Woman's College library for listings under the headings of business education, business administration, commerce, economics, commercial, secretarial administration, and secretarial science to ascertain whether a secretarial training program was offered.

Fourteen colleges were found with announcements of secretarial courses. Requests for catalogues were made for the purpose of analyzing and tabulating the data sought in this survey. A letter from Wake Forest's registrar stated that secretarial courses had not been offered, and might not be introduced in the year 1946-1947. Wake Forest was, therefore, excluded from the study. The remaining 13 colleges offering secretarial courses are listed in Table I and are classified as public or church-related. The denomination of the church controlling the church-related colleges is given, and a brief description of each college follows.

TABLE I
NORTH CAROLINA COLLEGES OFFERING SECRETARIAL PROGRAMS

College	Location	Type of Admin. Control	Denomination	Regional Accrediting Agency	Student Personnel
Appalachian State Teachers	Boone	Public		So. Asso.	co-ed
Atlantic Christian	Wilson	Church	Christian		co-ed
Catawba	Salisbury	Church	Evangelical and Reformed	So. Asso.	co-ed

(Continued)

TABLE I (Continued)

East Carolina Teachers	Greenville	Public		So.Asso.	co-ed
Elon College	Elon College	Church	Congregational Christian		co-ed
Flora Macdonald	Red Springs	Church	Presbyterian		Women
Guilford College	Guilford College	Church	Society of Friends	So.Asso.	co-ed
High Point	High Point	Church	Methodist		co-ed
Lenoir Rhyne	Hickory	Church	Evangelical Lutheran	So.Asso.	co-ed
Meredith	Raleigh	Church	Baptist	So.Asso.	Women
Queens	Charlotte	Church	Presbyterian	So.Asso.	Women
Western Carolina Teachers	Cullowhee	Public		So.Asso.	co-ed
Woman's College	Greensboro	Public		So.Asso.	Women

Appalachian State Teachers College owes its beginning to the Doughertys, a prominent family of Boone. A group of citizens in Boone in the summer of 1899, under the leadership of D. D. and B. B. Dougherty, formulated plans, and in the fall opened a school in a two-room building. D. D. and B. B. Dougherty were co-principals, and Mrs. D. D. Dougherty was the primary teacher. At Christmas the school became known as Watagua Academy. Four years later it became a state-supported institution.

In 1925 the Legislature increased appropriations, and changed the name of the school to Appalachian State Normal School, and in 1929 revised the charter and changed the name to Appalachian State Teachers College. The trustees were authorized "to confer or cause to be conferred such degrees as are usually conferred by similar institutions in

America."² The college now grants the B. S. degree. It is co-educational. "The central purpose of the Appalachian State Teachers College," according to its charter, "shall be to prepare teachers for the public schools of North Carolina."³

The business education department of Appalachian State Teachers College is organized on a dual basis, offering a one-year terminal program and a four-year business education program, leading to a degree.

Atlantic Christian College. The North Carolina Christian Missionary Convention in Kinston in 1901 resulted in the purchasing of the Kinsey Seminary in Wilson. The name of the institution was changed to Atlantic Christian College and the institution was incorporated in May, 1902. The North Carolina State Board of Education recognized Atlantic Christian College in 1922 as a standard A grade college.

The college today is a small, co-educational, liberal arts college under the supervision of the Christian Church.

"It is the aim of the college to develop character through Christian education, to combine with the development of the intellectual abilities a growing spiritual insight, to inspire to active service in every righteous cause, and thus to have a part in contributing to the world efficient Christian citizenship and leadership."⁴

Secretarial courses are offered in the business department. None of the work in the business department is open to A. B. students without special permission from the college.

Catawba College was opened in Newton, under the auspices of the Reformed Church, December 1, 1851. A year later, the Legislature formally chartered the school, empowering it to grant degrees. The college at

² Bulletin, Appalachian State Teachers College, Catalogue Issue with Announcements for 1946-47, Boone, N. C., p. 21.

³ Ibid., p. 24.

⁴ Bulletin of Atlantic Christian College, Register for 1946-1947, Wilson, N. C., p. 3.

first admitted only men, but in 1880 women were admitted; and it has been a co-educational institution since that time. The college was relocated in Salisbury in 1923. It is under the supervision of the Evangelical and Reformed Church. Both the A. B. and B. S. degrees are granted.

A major in secretarial science is offered. The catalogue does not state that the college offers a two-year commercial course, but the secretarial subjects are offered on the freshman and sophomore levels.

East Carolina Teachers College, a state-supported institution in Greenville, was established by the General Assembly in 1907 under the name of East Carolina Teachers Training School. The name of the college was changed to East Carolina Teachers College in 1921. The college is governed by a board of trustees appointed by the Governor and confirmed by the Senate. The State Superintendent of Public Instruction is ex-officio chairman of the board.

"The Charter states that the college shall be co-educational-- 'maintained by the State for the purpose of giving young white men and women such education and training as shall fit and qualify them to teach in the public schools of North Carolina.' " ⁵

Until 1920 the college offered only a two-year curriculum. In 1920 it was authorized to offer a four-year curriculum leading to an A. B. degree; in 1929, to grant the M. A. degree; and in 1941, to grant the B. S. degree.

A major in business education which includes secretarial science is offered.

⁵ East Carolina Teachers College Bulletin, With Announcements for 1946-1947. Greenville, N. C., p. 21.

Elon College was chartered and incorporated by the General Assembly in 1889. It is supported by the Congregational Christian Church.

From the early beginning of the Christian Church in Virginia and North Carolina there had been a demand by some members for a church college. A citizen of Haw River donated a tract of twenty-five acres of land in Mill Point, a village now known as Elon College. Citizens of Mill Point contributed four thousand dollars, and the college was located there. The stated purpose of the college is "to afford instruction in the liberal arts and sciences."⁶ The A. B. and B. S. degrees are granted.

Secretarial science is offered in the business administration department. Some of the secretarial science courses carry credit; others do not. A one-year program and a two-year program in secretarial science are offered.

Flora Macdonald College, under the name of Red Springs Seminary, was founded in 1896. The Fayetteville Presbytery authorized the establishing of a Seminary for Women "somewhere in Robeson or neighboring counties."⁷ Red Springs made the best offer, which included a site of four acres, four thousand dollars, and forty students. Orange and Wilmington Presbyteries later united with Fayetteville in the ownership and control of the school. In 1903 the name of the institution was changed to Southern Presbyterian College and Conservatory of Music, and in 1914, at the suggestion of Dr. James A. Macdonald, to Flora Macdonald College.

The North Carolina Department of Education recognized the college as an A grade college in 1925. Courses leading to three degrees--A. B., B. S. in Home Economics, and B. M.--are offered.

⁶ Bulletin of Elon College, Catalogue, 1946, with Announcements for 1946-1947, Elon College, N. C., p. 19.

⁷ Bulletin, Flora Macdonald College, Catalogue Number with Announcements for 1946-1947, Red Springs, North Carolina, p. 17.

The aim of the college is "the carefully developed and thoroughly educated Christian woman, prepared to do her life work successfully in the home, the school room, or wherever duty may call her."⁸

A one-year and a two-year program are offered in the business department, but none of the courses in the business department are credited toward a degree.

Guilford College is located in the village of Guilford College. It is the successor to New Garden Boarding School, a Quaker institution. In 1889 the Quaker school was given permission to change its name to Guilford College and to grant the A. B. and B. S. degrees.

Guilford College is a co-educational college supported by the Society of Friends.

Secretarial courses are offered as electives for credit.

High Point College, situated in High Point, had its origin in the Methodist Protestant Church and was under its sponsorship until the merger of the three branches of Methodism. It is controlled by the Methodist Church.

In 1920 the annual conference of the Methodist Protestant Church voted to sponsor a project proposed by The Rev. J. F. McCulloch for a college related to the Methodist Protestant Church. The promise of a gift of ten thousand dollars from J. C. Roberts of Kernersville was made to further the project. The gift was conditional and did not materialize because of time limitations. However, a drive for funds was successfully made, and High Point College opened to both boys and girls in September, 1924.

⁸ Ibid., p. 19.

High Point College offers a four-year secretarial training program leading to a degree. One-year and two-year curricula in secretarial courses are also provided.

Lenoir Rhyne College was opened in 1891 in Hickory. The campus was a gift of Captain Walter Lenoir. In 1923 the name of the college was changed to Lenoir Rhyne College in honor of D. E. Rhyne, who had given large sums of money to the school. The college is owned and operated by the United Evangelical Lutheran Synod of North Carolina. The college is co-educational. The A. B. and B. S. degrees are granted.

Secretarial courses leading to a degree for prospective commercial teachers are offered. A one-year and a two-year program in secretarial courses are also offered. It is possible for students to transfer with limited credit from the one-year and two-year programs to the four-year curriculum leading to an A. B. degree.

Meredith College first opened in Raleigh in 1899 under the name of Baptist Female University. The name of the school was changed in 1905 to Baptist University for Women, and in 1909 to Meredith College. The last change was made to honor Thomas Meredith, a recognized leader of the Baptist denomination, who first proposed the idea of a Baptist College for Women in or near Raleigh.

The college is a liberal arts college under the supervision of the Baptist Church. Two degrees, the A. B. and B. M. degrees, are awarded.

A major in business including secretarial courses is offered.

Queens College, located in Charlotte, is an outgrowth of the Charlotte Female Institute. About 1901 the Institute was put under the control of the Presbyterian Church and became known as the Presbyterian College for Women. The location was changed in 1912 to a wooded campus in Meyers Park

residential section and the name was changed to Queens College. In 1930 Queens College combined with Chicora College, another Presbyterian college, located in South Carolina. The hyphenated name, Queens-Chicora, was used until 1939, when the college reverted to the use of the simpler name, Queens. The college is operated under the joint ownership of the Presbyteries of North and South Carolina.

The stated purpose of the college is:

"to send into our nation to strengthen our civilization and to lead new generations a continually flowing procession of educated women, with intellects trained to think, with personalities graced with cultured charm, and with lives motivated by Christian principles and loyalty."⁹

Queens College offers a major in secretarial administration, and a one-year and a two-year secretarial curriculum.

The Woman's College of the University of North Carolina, located in Greensboro, opened in 1892 as the State Normal and Industrial College. The college was a direct result of the efforts of Charles Duncan McIver for a state-supported institution for the higher education of women in North Carolina. In 1919 the name of the college was changed to the North Carolina College for Women, and in 1931 it became a part of the Consolidated University with a change in name to The Woman's College of the University of North Carolina.

"Although originally the main purpose of the Woman's College was to provide instruction for those expecting to enter the public school system of the state, it has developed into a distinguished liberal arts college."¹⁰

⁹ Queens College Bulletin, Catalogue Number with Announcements for The 1946-1947 Session, February, 1946, p. 19.

¹⁰ The Woman's College of the University of North Carolina, Bulletin with Announcements for 1946-1947, Greensboro, North Carolina, p. 31.

Woman's College was the first college in North Carolina to offer business education including secretarial training. When it first opened in 1892, three courses were offered: Liberal Arts, Home Economics, and Commercial. The commercial department has continued uninterruptedly with a one-year program, although no college credit toward graduation is given.

In 1932 a department of business education and secretarial administration was established to give training in commercial subjects leading to the B. S. S. A. degree.

Western Carolina Teachers College is a state-owned and state controlled college located in Cullowhee. It is co-educational.

"The College has operated for a number of years on a four-year basis. Every course offered either leads toward or may be applied on four-year work. The first two years--the foundation-laying years--are not materially different from work in any first class arts college."¹¹

The stated purpose of the college is the promotion of the educational interests of North Carolina and the training of teachers for the public schools of the state. The A. B. and B. S. degrees are granted. The college offers a major in business education which includes secretarial science. A one-year and a two-year secretarial curriculum are offered.

Other Studies

A search was made for reports of surveys on the collegiate level of secretarial or business offerings. The Education Index, Business Education Index, card catalogue, and special bibliographies were consulted at Woman's College library. The search revealed more studies concerning the secondary level offerings than concerning collegiate

¹¹ Western Carolina Teachers College Bulletin, Catalogue Number with Announcements for 1946-1947, Cullowhee, N. C., February 1946, p. 14.

secretarial training programs. Some of the studies that present comparable data are summarized in the following pages, and findings are compared later with the results of this study.

Secretarial subjects have been a part of collegiate business training programs since the beginning of commerce courses on the college level. "The South in offering collegiate courses in commerce and business," according to Matherly, "has apparently followed the lead of the rest of the United States."

"...accounting and business statistics, banking and finance, business organization, secretarial science and marketing have constituted the major portion of these commerce and business courses. These five courses have achieved their positions because their contents are basic in business or because of the impetus of an early start, or both. The first courses to be taught in institutions of higher learning were courses in accounting followed by the courses in secretarial science, business statistics, banking and finance, business organization, and marketing. Advertising, transportation, insurance, foreign trade, and realty came later. Moreover, the relative need for the latter courses is smaller than for other courses. But regardless of origin, collegiate business courses in the South are merely duplicates of courses in other regions."¹²

Thompson¹³, 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. Thirty-seven subjects were found, with credit ranging from 0 to 12 semester hours in each subject.

¹² Walter J. Matherly, Business Education in The Changing South, (Chapel Hill: The University of North Carolina Press, 1939), p. 95.

¹³ James M. Thompson, "The Status of Business Education in the Presbyterian College," Master of Arts Thesis, Colorado State Teachers College, Greeley, Colorado, August, 1932, as reported by Maphet. See footnote 15.

Caperton¹⁴, in 1934, surveyed the 28 institutions of higher learning in Mississippi. She found 22 of the 28 institutions offering commercial education. She interpreted this proportion as reflecting a demand for commercial education, and recommended that all institutions of higher learning in Mississippi include commercial education in their curricula. She further recommended that the commercial curricula be enriched with more social business subjects.

Maphet¹⁵, in 1946, made a catalogue study of the business offerings in the 22 colleges of the Presbyterian Church, U. S., in terms of courses offered in business, secretarial training, and economics; amount of credit given in each subject; degrees; and certificates. The total number of business courses offered was 69, with credit ranging from 0 to 12 semester hours. Principles of economics, principles of accounting, shorthand, typewriting, money and banking, business law, and office practice were offered in 50 per cent or more of the colleges.

Maphet, in comparing the findings of her study with those of Thompson's study, concluded that the variety of courses suggests a trend toward increased offerings. The number of offerings she found in 22 colleges was almost double the number found by Thompson fourteen years earlier in 45 colleges.

¹⁴ Virginia Caperton, "A Survey of Commercial Education in The Institutions of Higher Learning in Mississippi," Unpublished Master's Thesis, Colorado State Teachers College, Greeley, Colorado, 1934.

¹⁵ Prinnie Maphet, "Catalogue Study of Business Offerings in The Colleges of the Presbyterian Church, U. S." Unpublished Master's Thesis, The Woman's College of U. N. C., Greensboro, N. C., 1946.

O'Briant¹⁶, in 1940, studied the status of business education in institutions having chapters of Pi Omega Pi, an honorary fraternity for students in commerce and education. Forty institutions--34 colleges and 6 universities--were included in the study. O'Briant found accounting or bookkeeping was required in all colleges; shorthand, typewriting, accounting or bookkeeping, and economics were offered by all of the colleges; business law was offered by all but one college. The median number of semester hours offered was 9 in shorthand, 6 in typewriting, 15 in accounting, and 23 in economics. There was a wide variation in the other business courses. Shorthand and typewriting were not offered in all of the universities, but all 6 universities offered business law, business administration courses, economics, accounting, marketing, and statistics.

O'Briant recommended that institutions preparing business teachers revise their curricula to prepare for everyday business, consumer education, and selling.

Palmer¹⁷, in 1939-40, surveyed commercial education in 9 four-year colleges in Louisiana, and classified the offerings in terms of technical, social, and business administration courses. Her study more nearly parallels the present study in scope, since the nine colleges included in the study were four-year colleges.

¹⁶ Margaret Shepherd O'Briant, "The Status of Business Education in Institutions with Chapters of Pi Omega Pi," Unpublished Master's Thesis, Oklahoma A. & M., Stillwater, Oklahoma, 1940.

¹⁷ Gertrude Palmer, "A Survey of Commercial Education in Nine Four-Year Colleges in Louisiana," Unpublished Master's Thesis, Louisiana State University, Baton Rouge, Louisiana, 1940.

She reported that elementary accounting was the most commonly offered subject in the technical field. Economics and money and banking were the two most widely offered subjects in the social business field. Economics was offered by all nine of the colleges, and money and banking was offered in seven colleges. In the business administration courses, business correspondence and business law were the two most frequently offered courses, both being offered by eight of the nine colleges.

The only courses common to all the colleges were principles of economics and elementary accounting. Other courses offered frequently were intermediate accounting, typewriting, shorthand, business correspondence, business law, and marketing.

In North Carolina two research studies have been reported pertaining to business education. Harman¹⁸, in 1940, traced the development of business education from its beginning in the Hillsboro Academy in 1801 through the business colleges and public schools. His study did not include business education on the collegiate level, but in one section devoted to the colleges attended by North Carolina business teachers, he reported that of 168 business teachers, 54 per cent had attended colleges in North Carolina. Puett¹⁹ surveyed white senior colleges of North Carolina to ascertain the teacher-training facilities. Most of the colleges were found to offer some elective business courses in addition to the courses specified in the teacher-training sequences. Eight of the colleges in this study were included in Puett's study.

¹⁸ Clay Harman, "The Development and Status of Business Education in North Carolina," Master of Science Thesis, University of North Carolina, Greensboro, North Carolina, 1940.

¹⁹ Artelee Puett, "The Status of Business Teacher-Training Facilities in the White Degree-Granting Institutions of the State of North Carolina in 1940," Master of Science Thesis, University of North Carolina, Greensboro, North Carolina, 1940.

CHAPTER II

FOUR-YEAR SECRETARIAL PROGRAMS

Treatment of the Data

For each of the 10 colleges found to offer a major in secretarial courses or a major including secretarial courses, an individual data sheet was prepared giving the titles of courses pertaining to business as they are listed in the catalogues, number of semester hours of credit for each course, number of semesters or quarters each course is offered, total number of periods each course is offered, number of semesters required in each, level on which the course is offered, and the department in which the course is offered. Since Appalachian, Elon, East Carolina Teachers College, and Western Carolina Teachers College operate on the quarter system, their credit hours were converted to semester hours in order to make the data comparable.

From the individual data sheets a master table of the total business offerings was constructed, recording in addition to courses recognized as secretarial subjects, all courses designated as business subjects or related courses. Some combinations in courses were made where there was a similarity in titles, or when the catalogue descriptions of the courses identified them as being equivalent. For example, economics of consumption and consumer economics were combined under one title. Arithmetic courses found under such titles as mathematics of finance or mathematics of business but listed on the freshman or sophomore level were recorded as business arithmetic. Business arithmetic was variously described, but the usual topics listed for discussion were: principles of business, compound interest, insurance, and annuities.

Courses listed under such titles as retail selling and store management, retail distribution, retailing, and introduction to retailing were grouped together under the heading retail organization and management. All such combinations are given in the Appendix. First year of shorthand was recorded as beginning shorthand; second-year shorthand as advanced shorthand; and when the catalogue clearly indicated that a shorthand course was offered after the advanced shorthand, and in addition to the advanced course, it was recorded as third-year shorthand. Typewriting was recorded in the same manner. Office practice courses including machine instruction were entered separately from office practice or management courses which do not involve machine work. The first course in accounting was recorded as principles of accounting; the second year, as advanced accounting. To avoid subjective decisions in combining bookkeeping and accounting courses under one title, the catalogue titles were retained and entered under separate categories. Geography courses were classified as economic geography when the catalogue description indicated that the "humanistic" element was included or emphasized.

Requirements for Secretarial Majors

To find the programs of study that students majoring in secretarial subjects follow, the graduation requirements, the degrees granted, the names of the majors including secretarial studies, the requirements for majors, and the requirements in the general field of business were recorded, as shown in Table II.

TABLE II

NAME OF MAJOR, HOURS REQUIRED, AND DEGREE GRANTED

College	Semester Hour Requirements				Name of Major	Degree
	Graduation	Business	Secretarial	Major		
Appalachian	129	50.9	22.6		Bus.Ed.	B.S.
Catawba	126	76	38	45*	Sec.Science	B.S.
E.C.T.C.	126.6	43.3	13.3	30-36	Bus.Ed.	B.S.
Elon	120	43.32	6.66	30	Bus.Adm.	B.S.
High Point	120	51	12	40	Bus.Adm.	B.S.
Lenoir Rhyne	128	48	12	30	Commerce	A.B.
Meredith	126	48	15	24	Business	A.B.
Queens	124	not stated	not stated	not stated	Secretarial Administration	B.S.
Woman's College	122	57	18	not stated	Bus.Ed.and Sec. Adm.	B.S.S.A.
W.C.T.C.	128	46	16	36	Bus.Ed.	B.S.

*Catawba does not specify a major, but requires 45 semester hours on the junior-senior level.

Graduation Requirements. The number of semester hours required for graduation range from 120 to 129, with specific requirements in quality points, usually representing a C average in scholarship. The differences in semester-hour requirements is partially accounted for in the differing practices concerning credit for physical education, ranging from two semester hours at Woman's College to six at Catawba. Lenoir Rhyne College, however, requires 128 semester hours without including physical education.

The information was not explicit in the catalogue and was obtained through a telephoned inquiry.

Names of Majors, Departments, and Degrees. Two colleges offer a major in secretarial subjects and designate the major as such by including the term secretarial in the name of the major. Catawba College calls the major Secretarial Science and offers the courses in the department of business administration. At Queen's College the name of the major is the same as that of the department, i.e., Secretarial Administration. Both colleges grant the B. S. degree.

The term business education, though not definitive, usually connotes teacher-training. It will be noted in Table II that the majors in the teachers colleges are named as Business Education and lead to the B. S. degree. Woman's College includes a business teacher-training sequence, a secretarial sequence, and a retailing sequence under the combined name of Business Education and Secretarial Administration, and grants a specialized degree, B.S.S.A. In two of the colleges, Appalachian and W.C.T.C., it is necessary to carry courses in professional education for a teaching certificate in order to major in business education. E.C.T.C. offers two majors including secretarial training: one leading to a teacher's certificate, and one specializing in office training.

In two colleges, High Point and Elon, the name of the major including secretarial subjects is Business Administration, and the courses are offered in the business administration department. Secretarial courses are not required in the majors in these colleges, but some secretarial courses may be elected for credit toward the B. S. degree.

Lenoir Rhyne College and Meredith College grant the A. B. degree for a major including secretarial courses. Lenoir Rhyne College offers a major called Commerce, which may include secretarial subjects. At Meredith College the major which includes secretarial subjects is called Business, and is offered in the business department.

Major Requirements in Semester Hours. The semester hours required for a major including secretarial courses vary from 24 at Meredith with additional subjects required in related fields to 40 at High Point. Three colleges--Elon, High Point, and Meredith--require all the hours for a major to be taken on the junior-senior levels. Catawba requires 45 hours on the junior-senior levels. Woman's College lists a sequence of 37 hours to be followed on the junior-senior level. Queens College does not state the number of hours required for a major, but lists only one course in the secretarial administration department below the junior-senior level.

The stated requirements in semester hours for a major, however, do not give the complete picture of the total hours in business that are required. Each college lists some prerequisites in the field of business on the lower levels.

Requirements in the Field of Business. In addition to the hours required for a major, each college specifies course requirements that are not included in the major. The requirements in the general field of business range from courses in the business department to courses in other departments, including English, mathematics, and economics. Some of the courses are listed below the junior-senior levels and, therefore, are not included in the required hours for a major.

Catawba College lists a sequence of business subjects totaling 31-37 semester hours during the freshman and sophomore years. With the 45 hours required on the junior-senior level, the requirement in business and secretarial courses thus totals at least 76 semester hours.

East Carolina Teachers College states that a major consists of 30 semester hours as a minimum, and 36 semester hours as a maximum. However, the requirements in the general field of business total 43.3, including courses in the departments of economics, mathematics, and geography.

Elon College requires two courses, accounting and principles of economics, as prerequisites, bringing the total requirement to 65 quarter or 43.3 semester hours.

Lenoir Rhyne College and Meredith College require typewriting, but grant no credit toward the required hours for a major.

Woman's College lists a sequence of 20 semester hours on the sophomore level in the general field of business to precede the secretarial sequence of 37 hours required during the junior and senior years. The prerequisite courses are offered in the economics, geography, and business education departments.

Western Carolina Teachers College requires 36 semester hours for a major, but lists a sequence totaling 46 semester hours in the field of business.

Requirements in Secretarial Subjects. The minimum hours in secretarial subjects required by the colleges offering majors are listed in Table III. No information was available as to the maximum credits in secretarial subjects that could be applied toward a major or degree, with the exception of Elon, where 6.66 semester hours is the maximum. This

figure is the lowest reported for number of hours in secretarial subjects in relation to the hours required in the field of business. The highest number of hours in secretarial subjects is required by Catawba College.

Appalachian requires a comprehensive examination in business education administered by the business education faculty.

Entrance and Placement. Six of the colleges state in the catalogues that entrance units in vocational, commercial, or stenography are accepted for entrance credit. The remaining four colleges do not list subjects from which entrance credits may be chosen.

Four colleges state that they make some provisions for permitting students to enter advanced classes in secretarial subjects when they have had previous training. At Woman's College it is possible to enter advanced classes by passing a placement examination. At Elon it is possible to enter the advanced typewriting class with previous training in typewriting. At E.C.T.C. it is possible to enter the second or third quarter of shorthand and typewriting, depending on the amount of previous training. At Queens College the individual's program is "based in part upon her previous training and proficiency and in part upon the particular emphasis she wishes to place for the major."¹

Catawba College states that if units in stenography are presented for admission, shorthand and typewriting may not be taken for credit.

¹ Bulletin, Queens College, Catalogue Number with Announcements for 1946-1947, Charlotte, N. C., p. 46.

TABLE III

SEMESTER HOURS IN SECRETARIAL SUBJECTS
REQUIRED FOR A MAJOR

Course	App.	Catawba	E.C.T.C.	Elon	H. P.	L. R.	Queens	Meredith	W. C.	W.C.T.C.
Typewriting-beg.	4	4	4	*	4	0	** 0	2	6	
Typewriting-adv.	4	4	1.3							
Shorthand-beg.	6	6	6	*	6	6	6	8		
Shorthand-adv.	6	6		*	6	6	6			
Bus. Forms and Office Practice	1.3									
Office Machines	1.3	3	2							
Office Practice		3			2					
Transcription (3rd & 4th year)		12								
Office Management							3			
Office Skills								16		
Secretarial Practice										2
Total	22.6	38	13.3	6.66	12	12	** 15	18	16	

**Queens College does not state the number of hours required, but notes that "Each student's program will be planned by the faculty in the department. Her particular program will be based in part upon her previous training and proficiency and in part upon the particular emphasis she wishes to place for the major." (Bulletin, Queens College, Catalogue Number with Announcements for 1946-47, Charlotte, N. C., p. 46.)

Work Experience. Three colleges--Appalachian State Teachers College, Meredith College, and Woman's College--grant credit for work experience. Appalachian requires sixty hours of actual office work, and three semester hours of credit are granted. Meredith College grants credit for work experience for senior majors in business. The work is performed in offices of business concerns two or three afternoons weekly during the second semester of the senior year. Conferences and remedial instruction are part of the program. Three semester hours of credit are granted. Woman's College requires office experience of all secretarial majors and offers two plans, one without credit and one with credit. A minimum amount of work experience without credit is required during the third semester of shorthand or in the summer preceding it. Students who wish may elect the co-ordinated program of work experience for credit. The program consists of "planned work experience approved in advance by an instructor...a paper or project and a rating by the employer required."² Two semester hours of credit are granted. Elon College lists a course in office management that includes some actual office work, but the amount is not stated.

Total Business Offerings

For data on the complete scope of business offerings, it was necessary to include not only courses recognized as secretarial subjects and all courses designated as business subjects, but all courses relating to business, as was mentioned on page 16. Many of the prerequisites

² Bulletin, The Woman's College of the University of North Carolina, Catalogue Issue with Announcements for 1946-1947, Greensboro, N. C., p. 90.

represented offerings in other departments. When all courses relating to business were tabulated, it was found that they totaled to 74 courses. These are presented in alphabetical order in Table IV.

For purposes of interpretation and an indication of the breadth of scope represented in these courses, they were reclassified in Table V, Parts I, II, and III, as technical, social, and business administration courses.

Spencer³ says the classification of subjects is:

"primarily a matter of definition, and not a matter of enumerating courses bearing certain labels. The difficulty of drawing a line between courses.....is complicated by the fact that experts in the field are not agreed as to the dividing line."

No strict line of demarcation can be drawn to differentiate the types of courses, but in general, courses that provide training in specialized phases of business activity are classified in this study as technical. Matherly⁴, speaking of technical subjects says:

"The purpose of technical business education is to train students directly for specific business occupations, to increase their earning capacity, to provide them with skills which have immediate cash value."

Courses that provide a general economic and social background for the understanding of the general nature of business are classified as social business subjects.

Courses dealing with the organization, control, administration, and management of a business are classified as business administration courses.

³ W. H. Spencer, "Business and Allied Subjects in a Group of Colleges of the Presbyterian Church in the U. S., Report of a Survey of the Colleges and Seminaries of the Presbyterian Church in the United States, 1941-1942, Louisville, Kentucky, O. 80.

⁴ Walter J. Matherly, Business Education in the Changing South, (Chapel Hill: The University of North Carolina Press, 1939), p. 6.

TABLE IV

TOTAL BUSINESS OFFERINGS AND REQUIREMENTS IN
OFFERING A MAJOR INCLUDING SECRETARIAL SU

Course	Appalachian		Catawba		E.C.T.C.		Elon		High Point		Lenoir
	Offered	Req.	Offered	Req.	Offered	Req.	Offered	Req.	Offered	Req.	Offered
1. Accounting, adv.	v	v	v		v		v		v	v	v
2. Accounting, apprentice- ship					v						
3. Accounting, cost			v		v		v				
4. Accounting, Industrial Systems			v								
5. Accounting, Instutional											
6. Accounting, Principles of					v	v	v	v	v	v	v
7. Accounting, Practice and Procedure					v						
8. Accounting, Fed.Tax Acct.					v						
9. Advertising			v	v					v		
10. Advertising Display											
11. Applied Psychology											
12. Accounting, Taxation			v								
13. Auditing					v		v				
14. Bookkeeping									v		
15. Bookkeeping and Accounting	v	v	v	v			v				
16. Bookkeeping Machine											
17. Business Arithmetic	v	v	v	v	v	v	v		v		v
18. Business Correspondence	v	v							v	v	v
19. Business Data											
20. Business English							v				
21. Business Finance			v								
22. Bus. Forms & Office Pract.	v										
23. Business Law	v	v	v		v	v	v		v	v	v
24. Business Psychology											
25. Business Management			v	v							
26. Bus. Org. & Finance									v		v
27. Bus. Org. & Management											
28. Bus. Org. & Practice					v		v				
29. Business Principles					v	v			v	v	
30. Comparative Econ. Systems											
31. Consumer Economics	v				v						
32. Credits & Collections							v				
33. Economics, General											
34. Economic Geography	v	v	v		v	v	v		v		v
35. Economic History	v		v		v	v			v		v
36. Economic Principles	v	v	v	v	v	v	v	v	v	v	v
37. Economics, Rural					v						
38. Econ. Thought, History					v						
39. Filing											
40. Indus. Mgt. & Personnel									v		
41. Income Taxation							v				
42. Insurance, General									v	v	
43. Insurance, Life							v				
44. International Trade					v						
45. Investments											
46. Labor Problems	v		v		v		v		v		
47. Merchandise Information											
48. Marketing			v				v		v	v	
49. Money and Banking			v		v		v		v	v	
50. Office Machines	v	v	v	v	v	v	v		v	v	
51. Office Mgt. (Inc. Mach.)					v		v				
52. Office Mgt. (No mach.)											
53. Office Practice			v	v							
54. Production Management			v								
55. Personal Finance	v				v						
56. Public Finance			v		v				v	v	
57. Public Finance & Tax.	v										
58. Retail Org. & Mgt.							v		v	v	
59. Retail Problems											
60. Salesmanship					v	v	v		v		
61. Secretarial Forms & Usage											
62. Secretarial Practice							v				
63. Shorthand, Beg.	v	v	v	v	v	v	v	v	v	v	
64. Shorthand, Adv.	v	v	v	v	v		v	v	v		
65. Shorthand, Third Year			v								
66. Statistics			v	v	v		v				
67. Textiles											
68. Time & Motion Study			v								
69. Transportation									v		
70. Transportation, R. R.					v						
71. Typewriting, Beg.	v	v	v	v	v	v	v	v	v	v	
72. Typewriting, Adv.	v	v	v	v	v	v	v				
73. Typewriting, Personal							v				
74. Work Experience	v	v					v				

TABLE V
 BUSINESS OFFERINGS CLASSIFIED AS TECHNICAL, SOCIAL,
 AND BUSINESS ADMINISTRATION COURSES

Part I. Technical

Courses	No. of Colleges Offering	No. of Colleges Requiring
1. Accounting Apprenticeship	1	0
2. Accounting, Advanced	8	3
3. Accounting, Cost	4	0
4. Accounting, Industrial Systems	1	0
5. Accounting, Institutional	1	0
6. Accounting, Principles of	8	7
7. Bookkeeping and Accounting	3	2
8. Accounting, Practice & Procedure	1	0
9. Auditing	2	0
10. Accounting, Federal Tax Accounting	1	0
11. Accounting, Taxation	1	0
12. Bookkeeping	1	0
13. Bookkeeping, Machine	1	0
14. Business Arithmetic	9	4
15. Business Forms & Office Practice	1	1
16. Filing	1	0
17. Office Machines	7	4
18. Office Management (includes some machine work)	5	1
19. Office Practice	2	2
20. Secretarial Forms & Usage	1	0
21. Secretarial Practice	1	0
22. Shorthand, Beg.	10	10
23. Shorthand, Adv.	10	5
24. Shorthand, Third Year	2	1
25. Typewriting, Beg.	10	10
26. Typewriting, Adv.	6	4
27. Typewriting, Personal Use	1	0
28. Work Experience	4	2

TABLE V

BUSINESS OFFERINGS CLASSIFIED AS TECHNICAL, SOCIAL,
AND BUSINESS ADMINISTRATION COURSES

Part II. Social Business Subjects

<u>Courses</u>	<u>No. of Colleges Offering</u>	<u>No. of Colleges Requiring</u>
1. Applied Psychology	1	0
2. Business Psychology	1	0
3. Business Management (Gen.)	1	0
4. Business Principles, Intro.	2	2
5. Business Law	10	4
6. Comparative Economic Systems	1	0
7. Consumer Economics	4	1
8. Economic Geography	10	4
9. Economics, General - Brief Course	1	0
10. Economic History	7	3
11. Economic Principles & Problems	10	9
12. Economics, Rural	1	0
13. Economic Thought, History	1	0
14. International Trade	2	0
15. Income Taxation	1	0
16. Insurance, Life	1	0
17. Insurance, General	2	1
18. Investments	1	0
19. Labor Problems	9	0
20. Money & banking	6	1
21. Personal Finance	3	0
22. Public Finance	3	1
23. Public Finance & Taxation	2	0
24. Transportation	1	1
25. Transportation, Intro. R. R.	1	0

TABLE V
 BUSINESS OFFERINGS CLASSIFIED AS TECHNICAL, SOCIAL,
 AND BUSINESS ADMINISTRATION COURSES

Part III. Business Administration

Courses	No. of Colleges Offering	No. of Colleges Requiring
1. Advertising	2	1
2. Advertising Display	1	0
3. Business Data	1	0
4. Business Finance	2	1
5. Business Organization & Management	2	0
6. Business Organization & Finance	3	1
7. Business Organization & Practice	3	0
8. Credits & Collections	1	0
9. Industrial Management & Personnel	2	0
10. Marketing	4	1
11. Merchandise Information	2	0
12. Production Management	1	0
13. Retail Organization & Management	5	1
14. Retail, Problems in	1	0
15. Salesmanship	5	2
16. Statistics	6	1
17. Textiles	1	0
18. Time & Motion Study	1	0
19. Business Correspondence	7	3
20. Business English	2	0
21. Office Management (no machines included)	3	2

Technical Subjects

All ten colleges are shown in Table V, Part I, to offer beginning shorthand, beginning typewriting, advanced shorthand, and bookkeeping or accounting. Beginning shorthand and beginning typewriting are required by all ten of the schools. While ten colleges offer advanced shorthand, only five colleges list it as a requirement. Six colleges offer advanced typewriting, and four require it. Nine colleges state either bookkeeping or accounting as a requirement.

Advanced accounting is offered in eight colleges, but is required in only three colleges. Business arithmetic is offered in nine colleges and is required in four. Machine courses are offered in seven colleges, but required in only four.

Office management courses, including some machine work, are offered in five colleges.

Cost accounting is offered in four colleges.

Actual work experience is offered as a separate listing in three colleges, and in one college is provided in the course called office management.

Of the remaining technical courses, 13 are offered only once, and two courses are offered by three colleges.

Social Business Courses

Twenty-five courses that can be considered as social business courses are included in the listing in Table V, Part II. Three of the courses--economic principles and problems, economic geography, and business law--are offered by all of the colleges, with nine colleges requiring economic principles and problems, and four colleges requiring economic geography and business law.

Labor problems is offered by nine colleges, but no college states that it is a requirement. Economic history is offered by seven colleges and required by three. Money and banking is offered by six colleges, and required by one.

The remaining 17 social business courses are offered fewer than four times.

Business Administration Courses

A total of 21 business administration courses are offered by the ten colleges. Business correspondence is offered by seven colleges and required by three.

Statistics is offered by six colleges and required by one. In three colleges it is offered in the business education department, and in three colleges in the mathematics department.

Five colleges offer courses pertaining to retail organization and management and salesmanship. The various courses were named as retail selling and store management; retail distribution; retailing and introduction to retailing. Four colleges offer marketing.

Each of the remaining 16 business administration courses is offered by fewer than four colleges.

Courses Offered by 40 Per Cent or More of the Colleges

For convenience in reviewing the frequency of offerings to find the courses most representative of the curricula in the colleges with secretarial programs, a summary table was prepared from Table V, Parts I, II, and III. Of the 28 technical courses, 60.7 per cent were excluded on the basis that they are offered by fewer than three colleges and are not typical of the usual college offerings; of the 25 social business courses, 72 per cent were excluded; and of the 21 business administration courses, 76 per cent were excluded.

TABLE VI
SUMMARY TABLE

COURSES OFFERED BY 40 PER CENT OR MORE OF THE COLLEGES

Courses	Offered	Required
1. Beginning shorthand	10	10
2. Advanced shorthand	10	5
3. Beginning typewriting	10	10
4. Economic geography	10	4
5. Economic Problems	10	9
6. Business Law	10	4
7. Labor Problems	9	0
8. Business Arithmetic	9	4
9. Accounting, Principles of	8	7
10. Advanced Accounting	8	3
11. Machines - office	7	4
12. Economic history	7	3
13. Money & banking	6	1
14. Statistics	6	1
15. Typewriting, Advanced	6	4
16. Retail Organization & Management	5	1
17. Salesmanship	5	2
18. Business Correspondence	7	3
19. Office management (includes some machine work)	5	1
20. Work experience	4	3
21. Accounting, cost	4	0
22. Consumer economics	4	1
23. Marketing	4	1

Summary Table VI reveals that 23 courses are offered by four or more colleges. These courses are discussed in Chapter III.

CHAPTER III

COURSES MOST COMMONLY OFFERED

This chapter discusses the 23 courses offered by four or more colleges, thus representing 40 per cent of the colleges that offer four-year secretarial programs. The courses offered by only one, two, or three colleges were excluded on the basis that they are not typical of the usual offerings in the colleges with secretarial programs.

Of the 23 courses most commonly offered, 11 are classified in this study as technical, and are grouped together for discussion; seven are social business subjects, and five are business administration courses. For each of the courses are reported the levels on which the course is offered, the number of weekly recitations and laboratory meetings, the total number of periods each course is offered, and the semester hours of credit granted. All the credit hours are expressed as semester hours on the basis that one quarter hour is equal to two-thirds of a semester hour. Appalachian, East Carolina Teachers College, and Western Carolina Teachers College operate on the quarter basis with classes meeting three times a week for three quarter hours of credit, or the equivalent of two semester hours. Elon College operates on the quarter basis with classes meeting five times a week for five quarter hours of credit, or the equivalent of 3.3 semester hours.

1. TECHNICAL COURSES

Typewriting

All of the colleges offer a year of beginning typewriting. In addition four colleges--Appalachian, Catawba, Woman's College, and Elon--offer one year of advanced typewriting; Queens College offers one

semester, and East Carolina Teachers College one quarter. At E.C.T.C. a third quarter of advanced typewriting is required for all candidates for the B. S. degree in business education, but students who have had one year of typewriting in high school are initially placed in the second quarter of beginning typewriting, and students who have had two years or more of high school typewriting in the third quarter of beginning typewriting.

In every case more time is required in typewriting periods than the credit granted indicates. The credit most often granted for typewriting is shown in Table VII to be four semester hours for the year. The range in credit is from 0 to 6 semester hours. The maximum total amount of credit granted by any college for typewriting is 8 semester hours, representing two years, at Appalachian and Catawba.

Credit for typewriting is limited at High Point and Elon to majors in business. Meredith requires typewriting for majors in business and grants credit toward a degree, but no credit toward a major. No credit is given at Lenoir Rhyne, but typewriting is required for a major in commerce.

Class organization in typewriting varies, as is shown in Table VII. In seven of the colleges typewriting classes meet for five class periods a week for the year. Two colleges, Woman's College and Western Carolina Teachers College, offer typewriting only three times a week. Western Carolina Teachers College requires two additional periods of laboratory work a week. At Elon, classes meet for five class periods and five laboratory periods a week for the year. East Carolina Teachers College conducts typewriting as a laboratory course with classes meeting five periods a week during the first quarter, four laboratory periods a week

in the second and third quarter, and four laboratory periods a week in the advanced typewriting.

Achievement standards in typewriting are expressed in various ways, usually in speed requirements for beginning typewriting. The range in speed requirements for the first year is from 40 words a minute (straight copy implied) to 50 words a minute on letters. In advanced typewriting the stated speed standards are 50 and 55 words a minute. One college that required 40 net words at the end of beginning typewriting required 50 net words at the end of a year of advanced typewriting. The other requiring 45 words a minute at the end of beginning typewriting required 55 words a minute at the end of one quarter of advanced typewriting. Two additional colleges expressed the achievement standards in advanced typewriting as "office standards" and "business standards."

The achievement standards in speed seem to bear little relation to the time spent in class meetings. For example, Queens specifies 40 words a minute for 180 class periods, and Meredith requires 50 words a minute on letters for the same number of periods.

TABLE VII
BEGINNING TYPEWRITING

College	Level	Periods Class Lab.	Total Periods	Total Hr. Credit	Achievement Standards
Appalachian	soph	5	180	4	40 wpm, net, 5 error limit
Catawba	fresh	5	180	4	not stated
E.C.T.C.	fresh		156*	4	45 wpm
Elon	fresh	5 5	364	**	not stated

(Continued)

TABLE VII (Continued)

High Point	jr-sr	5		180	4	not stated
Lenoir Rhyne	soph	5		180	0	marketable proficiency
Meredith	soph	5		180	6	50 wpm on letters
Queens	jr-sr	5		180	4	40 wpm
Woman's College	soph	3		108	2	not stated
W.C.T.C.	fresh	3	2	180	6	not stated

*Typewriting is taught for five laboratory periods a week for the 1st quarter and four laboratory periods a week for the second and third quarters.

**Degree credit allowed only to majors in business administration. Business administration includes some secretarial courses.

TABLE VIII

ADVANCED TYPEWRITING

College	Level	Periods		Total Periods	Total Hr.Credit	Achievement Standards
		Class	Lab.			
Appalachian	jr-sr	5		180	4	50 wpm, net
Catawba	soph	3		108	4	not stated
E.C.T.C.	soph	0	4	48	1.3	55 wpm
Elon	fresh					
Queens	senior	5		90	2	business standards
Woman's College	jr-sr	3		108	2	office standards

Beginning Shorthand

The first course in shorthand is generally called shorthand. One college designates the course as elementary shorthand, and another as beginning stenography with its second year course called advanced stenography.

Woman's College uses a placement examination to determine the standing of students who have had previous training in shorthand. At E.C.T.C. a student whose transcript shows credit for one or two years of shorthand must have special permission to receive credit for the second quarter of shorthand. The third quarter is required of all students.

Shorthand is most often offered on the junior-senior level. Two colleges offer it on the freshman level, and two colleges on the sophomore level. The course is taught five days a week by all of the colleges except one, E.C.T.C., where it is considered a laboratory course, meeting six times a week.

Three semester hours each semester is the usual amount of credit granted for beginning shorthand. As in typewriting, achievement standards in shorthand show little relation to the time spent in class meeting. Classes meeting for a total of 216 laboratory periods at E.C.T.C. attain as minimal standard a dictation-reporting speed of 60 words a minute, whereas classes at Meredith and Queens with only 180 class periods must attain a speed of 100 words a minute. Meredith's required speed is on "practiced material of simple vocabulary." Queens requires 100 words a minute "sustained dictation."

TABLE IX

BEGINNING SHORTHAND

College	Level	Class	Lab.	Total Periods	Sem.Hr.		Achievement Standards
		Periods A Week	Periods A Week		Credit Sem.	Tot. Sem.	
Appalachian	jr-sr	5		180	3	6	80 wpm, Transcribe accurately
Catawba	fresh	5		180	3	6	not stated
E.C.T.C.	soph	0	6	216	3	6	60 wpm
Elon	fresh	5		120	*	*	not stated
High Point	jr-sr	5		180	3	6	not stated
Lenoir Rhyne	junior	5		180	3	6	not stated
Meredith	junior	5		180	3	6	100 wpm
Queens	jr-sr	5		180	3	6	100 wpm
Woman's College	jr-sr	5		180**	3	6	not stated
W.C.T.C.	soph	5		180	4	8	not stated

*Elon does not state definitely the credit given.

**Woman's College requires three semesters of shorthand.

TABLE X

ADVANCED SHORTHAND

College	Level	Class	Lab.	Total Periods	Semester		Achievement Standards
		Periods A Week	Periods A Week		Hours Credit	Tot. Sem.	
Appalachian	jr-sr	5		180	6		100 wpm, transcribe accurately
Catawba	soph	5		180	6		100 wpm
E.C.T.C.	junior	0	8	192	5.3		100 wpm
Elon	jr-sr	5		120	3.32		complete transcription with dis- patch
Lenoir Rhyne	jr-sr	5		180	6		not stated
Meredith	jr-sr	5		180	6		120 wpm, trans- cribe at 40 wpm
Queens	jr-sr	5		180*	6		110 wpm, 95% accy.

(Continued)

TABLE X (Continued)

Woman's College	senior	5	180*	6	mailable transcript
W.C.T.C.	soph	5	60	2.7	not stated

*Queens and Woman's College both offer additional advanced shorthand, allowing for a choice in the second semester of advanced shorthand. Catawba lists a third year of shorthand called transcription.

Advanced Shorthand

The term advanced shorthand as used in this study denotes shorthand offered in the year following beginning shorthand. Courses offered after the second year, or advanced shorthand, and in addition to the advanced course, are called third-year shorthand.

All of the ten colleges list a course in shorthand beyond the course in beginning shorthand, with one college, Western Carolina Teachers College, specifying that it is offered only on demand.

Advanced shorthand courses are listed in the catalogues under various titles. The titles do not indicate whether the course is a second- or third-year course. In the compilation of data for this study it was necessary to examine both the number designating a course and description of its content in order to classify the courses as beginning, advanced, or third-year shorthand. Four of the colleges use the name advanced shorthand to denote the second year of shorthand. Other titles are: Advanced Stenography; Secretarial Practice--Advanced Shorthand and Office Practice; Speed Building; Transcription; Specialized Dictation; Advanced Dictation and Transcription; Specialized Dictation and Transcription.

In three colleges the advanced shorthand course must be continued for the entire year before credit is granted. Three colleges, Meredith,

Queens, and Woman's College, grant credit for the completion of the third semester of shorthand. Woman's College limits the credit allowed in shorthand to 12 semester hours, and offers a choice between two courses--Advanced Dictation and Transcription and Specialized Dictation and Reporting--for students electing the fourth semester.

Shorthand beyond the second year (advanced shorthand) is offered in two colleges. At Catawba the third-year course is called Transcription. Queens College lists seven semesters of shorthand, but the catalogue does not state the number of semesters required or the maximum credit in shorthand that may be elected.

In six colleges beginning typewriting courses precede beginning shorthand courses. In six colleges advanced shorthand is offered in the junior-senior years, and one college offers advanced shorthand only in the senior year.

The level on which advanced shorthand is offered is determined by the placement of the beginning shorthand, as reported in Table IX, with two exceptions. Western Carolina Teachers College lists beginning and advanced shorthand on the same level, with advanced shorthand offered only on demand. Elon College lists beginning shorthand on the freshman level, and advanced shorthand on the junior-senior level. Beginning shorthand is part of the one-year secretarial curriculum at Elon, and is necessarily offered on the freshman level; advanced shorthand is part of the four-year program. It is possible that exceptions are made in the case of four-year students.

The number of periods which advanced shorthand is offered ranges from 60 class periods at Western Carolina Teachers College to 192 laboratory periods at East Carolina Teachers College. Six colleges offer advanced shorthand 120 periods.

Achievement standards in advanced shorthand are stated by seven colleges. The dictation-reporting speed requirement varies from 100 to 120 words a minute. Two of the seven colleges report only in terms of transcribing achievement: "the art of completing transcripts with dispatch" and "mailable."

Business Arithmetic

When offerings in mathematics were found under such titles as mathematics of finance, mathematics of business, and economic arithmetic, but listed on the freshman or sophomore level, they were considered elementary courses and recorded as business arithmetic.

Table XI shows that nine colleges offer business arithmetic. Meredith College does not list business arithmetic, but graduation requirements include six hours of mathematics--trigonometry and algebra. Two colleges offer business arithmetic on the junior-senior level, and seven on the freshman or freshman-sophomore level. The two courses offered on the junior-senior levels were designated business arithmetic in the catalogues.

The usual length of the course is one quarter or one semester, for which three hours of credit is given, but in two colleges the course carries through the year. At Western Carolina Teachers College the course is listed as a noncredit requirement for those who fail to pass a proficiency examination. At Elon the course is a noncredit secretarial course.

The course is usually offered in the mathematics department, but at Appalachian, Elon, and High Point, it is offered in the business department.

TABLE XI
BUSINESS ARITHMETIC

College	Level	Class Periods A Week	Total Periods	Per Sem.	Hr. Credit Tot.	Department
Appalachian	jr-sr	3	36	3	2	Bus. Education
Catawba	soph	3	108	3	6	
E.C.T.C.	fresh	3	36	3	2	Mathematics
Elon	fresh			0	0	Secretarial
High Point	jr-sr	3	54	3	3	Bus. Admin.
Lenoir Rhyne	fresh- soph	3	54	3	3	Mathematics
Queens	fresh	3	54	3	3	Mathematics
Woman's College	fresh- soph	3	108	3	6	Mathematics
W.C.T.C.	fresh	3	36	0	0	Mathematics

Machines

Seven colleges list a course in machines. The course descriptions enumerating the machines concerned in courses reveal marked lack of uniformity in the scope and nature of these courses. Western Carolina Teachers College offers three one-quarter courses of instruction on (1) calculator, (2) machine bookkeeping, and (3) machines not specified. Queens College offers a one-semester course in filing and machines, including fluid and stencil duplicators, addressing machine, calculating and

listing machines, and ediphone voice writing. A typing speed of 40 words a minute is a prerequisite for the course.

Because the machines at East Carolina Teachers College and Woman's College are grouped according to type, and offered as separate courses of less than a quarter, data on these offerings are presented separately in Tables XII-B and XII-C. East Carolina Teachers College offers four one-quarter courses covering (1) adding and listing machines, (2) crank-driven calculator, (3) key-driven calculator, and (4) mimeograph and mimeoscope. Woman's College offers a semester laboratory course involving calculating machines and two laboratory courses of a half-semester each covering (1) duplicating machines and (2) transcribing machines, with typewriting stated as a prerequisite.

In addition to organized courses in machines, Queens and East Carolina Teachers College include some machine instruction in the office management course. Queens requires as a prerequisite a typing speed of 40 words a minute. The office management course at E. C. T. C. includes some instruction in the transcribing machines.

High Point and Meredith both include some machine instruction in the office management course. Elon includes actual office work, as well as instruction in duties of head stenographer in the office management course.

TABLE XII-A

MACHINES

College	Level	Class Periods A Week	Lab. Periods A Week	Total Periods	Sem. Hr. Credit Per Sem.	Department
Appalachian	soph	not stated	not stated	not stated	2	Bus. Educ.
Catawba	jr-sr	not stated	not stated	not stated	3	Sec. Sci.
Elon	fresh	1	4	60	0	Secretarial
Queens	jr-sr	0	4	72	2	Sec. Admin.
W.C.T.C.	fresh	0	5	180	3	Business

TABLE XII-B

MACHINES

East Carolina Teachers College

Title	Level	Machines	Periods a Week Class Lab.	Length of Course	Sem.Hr. Credit
Office machines Adding-Listing	soph	adding listing	2	20 lessons	0.7
Office machines Crank-driven calculator	soph	calculator	2	15 lessons	0.7
Key-driven calculator	soph	Key-driven calculator	2	20 lessons	0.7
Mimeograph and mimeoscope	soph	mimeograph mimeoscope	2	not stated	0.7

TABLE XII-C

MACHINES

Woman's College

Title of Course	Level	Machines Included	Periods a Week		Length of Course	Sem. Hour Credit
			Class	Lab.		
Duplicating machines	jr-sr	gelatin process fluid process stencil	6		9 weeks	1
Transcribing machines	jr-sr	ediphone dictaphone	6		9 week	1
Calculating machines	senior	adding machines calculating machines posting machines	6		9 weeks	2

Office Management and Practice

It was noted in the preceding section that the office management course in five colleges includes some machine instruction. Table XIII gives the level of offering, the class periods, and credit granted. The course is called by various titles, such as office management, office management and practice, and office management and techniques. The courses are described in the catalogues as including, besides instruction in machines, the study of efficient office methods, efficient office management, selection of equipment and layout, and duties of personnel.

Three colleges not included in Table XIII offer a course in office management that does not include any machines.

TABLE XIII
OFFICE MANAGEMENT AND PRACTICE*

College	Level	Periods a		Total	Sem.	Department
		Week	Class Lab.			
E.C.T.C.	junior	3		36	2	Bus. Education
Elon	jr-sr	5		60	3.32	Secretarial
High Point	jr-sr	2	*	*	2	Bus. Admin.
Meredith	jr-sr	3		54	3	Business
Queens	jr-sr	2		36	2	Sec. Admin.

*Includes some machine work or instruction.

Accounting

Principles of accounting is offered by all colleges, usually on the sophomore level. In only one college, Catawba, is the beginning course offered on the freshman level, being designated there as bookkeeping and accounting. The course titled by the same name at Appalachian, however, is a junior-senior course. The catalogue descriptions of the courses suggest that the content is about the same as that presented in the other courses titled principles of accounting. Catawba College has one of the most extensive accounting programs. (See Tables XVI and XVII)

Classes in principles of accounting generally meet three times a week, and six colleges require laboratory work in addition. The range in total periods is from 108 to 240, with five colleges granting six semester hours of credit and four colleges granting eight semester hours. At Elon College the course is offered in five class and five laboratory periods for two quarters with 6.7 semester hours of credit granted for the total course.

The accounting program terminates at Meredith and Western Carolina Teachers College with principles of accounting.

Advanced Accounting

Advanced accounting, offered by eight colleges, is generally offered on the junior-senior level in classes meeting three times a week, and carrying three semester hours of credit each semester. Two colleges add laboratory periods and grant four hours of credit. At Elon the course is offered in five class and five laboratory periods a week for two quarters with 6.7 semester hours of credit granted.

At Woman's College the advanced accounting course is offered in the business education and secretarial administration department while the beginning accounting course is offered in the department of economics.

The accounting program terminates with one quarter of advanced accounting at Appalachian, and two semesters at High Point, Lenoir Rhyne, and Woman's College.

TABLE XIV
PRINCIPLES OF ACCOUNTING

College	Level	: <u>Periods</u> :		Semester Hr. Credit	Department
		:Class	Lab. Total:		
Appalachian*	jr-sr	3	108	6	Bus. Education
Catawba*	fresh	3	2 180	8	Commerce
E.C.T.C.	soph	3	3 216	6	Bus. Education
Elon	soph	5	5 240	6.7	Bus. Admin.
High Point	soph	3	3 216	8	Bus. Admin.
Lenoir Rhyne	soph	3	108	6	Econ. & Bus. Ed.
Meredith	jr-sr	3	108	6	Business
Queens	soph	3	3 216	8	Sec. Admin.
Woman's College	soph	3	2 180	6	Economics
W.C.T.C.	junior	5	180	8	Business

*At Appalachian and Catawba Colleges the beginning course is called bookkeeping and accounting, but is followed by advanced accounting.

TABLE XV
ADVANCED ACCOUNTING

College	Level	: <u>Periods</u> :		Semester Hr. Credit	Department
		:Class	Lab. Total:		
					<u>Sem. Total</u>
Appalachian	senior	3	36	2	Bus. Education
Catawba	soph	3	2 180	4 8	Commerce
E.C.T.C.*	senior	3	36	3 2	Bus. Education
Elon	jr-sr	5	5 240	5 6.7	Bus. Admin.
High Point	jr-sr	3	3 216	4 8	Bus. Admin.
Lenoir Rhyne	junior	3	180	3 6	Economics and Bus. Educ.
Queens	jr-sr	3	108	3 6	Sec. Admin.
Woman's College	jr-sr	3	108	3 6	Bus. Educ. and Sec. Admin.

*E.C.T.C. offers a course called Accounting Practice and Procedure on the junior level, as is shown in Table XVII. The course is required for teachers.

Additional Accounting Courses

Additional accounting courses are offered on upper levels in four colleges, as shown in Tables XVI and XVII.

All four of these colleges offer cost accounting. The various other courses offered by these colleges pertain to specialized professional accounting activities.

TABLE XVI
COST ACCOUNTING

College	Level	: <u>Periods</u> :			: Sem. Hrs. :		Department
		:Class	Lab.	Total:	Sem. Total	Credit	
Catawba	jr-sr	3	2	180	4	8	Commerce
E.C.T.C.	senior	3	3	72	3	2	Bus. Education
Elon	jr-sr	5		60	5	3.3	Bus. Admin.
Queens	senior	3		54	3	3	Sec. Admin.

TABLE XVII
OTHER ACCOUNTING COURSES

College	Level	: <u>Periods</u> :			: Sem. Hrs. :		Course
		:Class	Lab.	Total:	Sem. Total	Credit	
Elon	jr-sr	5		60	5	3.3	Auditing
Catawba	senior	3	2	90	4	4	Ind. Acct. Systems
Catawba	senior	3	2	90	4	4	Taxation Acct.
E.C.T.C.	junior		6	72	3	2	Acct. Practice & Procedure
E.C.T.C.	junior	3		36	3	2	Fed. Tax Acct.
E.C.T.C.	senior		6	72	3	2	Accounting Apprenticeship
E.C.T.C.	senior	3		36	3	2	Auditing

2. SOCIAL BUSINESS SUBJECTS

Economic Principles and Problems

A beginning course in economics and continuing for the equivalent of a year is offered in all of the colleges, and required in nine. In some of the colleges the first semester of the course is called economic principles, and the second semester, economic problems, while in others the course, principles of economics, is continuous for a year.

The course is usually offered on the sophomore level in classes meeting three times a week for three semester hours of credit. At Elon the course is offered for two quarters on the freshman level, with a total of 6.7 semester hours of credit granted. Queens College offers the course on the junior-senior level.

TABLE XVIII

ECONOMIC PRINCIPLES AND PROBLEMS

College	Level	Class Periods A Week	Total Periods	Sem. Hrs. Credit		Department
				Sem.	Total	
Appalachian	soph	3	108	3	6	Economics
Catawba	soph	3	108	3	6	Commerce
E.C.T.C.	soph	3	108	3	6	Economics
Elon	fresh	5	120	5	6.7	Bus. Admin.
High Point	soph	3	108	3	6	Bus. Admin.
Lenoir Rhyne	soph- junior	3	108	3	6	Econ. & Bus. Ad.
Meredith	soph	3	108	3	6	Economics
Queens	jr-sr	3	108	3	6	Economics
Woman's College	soph	3	108	3	6	Economics
W.C.T.C.	soph	3	108	3	6	Business

Business Law

Business Law is offered on the upper levels by all the colleges. Classes meet three times a week for three hours of credit each semester, with the exception of Elon.

There are variations in the length of the courses. The courses range from one quarter to two semesters.

TABLE XIX
BUSINESS LAW

College	Level	Class Periods A Week	Total Periods	Sem. Hr. Credit Per Sem.	Department
Appalachian	jr-sr	3	36	3	Bus. Education
Catawba	junior	3	54	3	Commerce
E.C.T.C.	junior	3	72	3	Bus. Education
Elon	junior	5	120	5	Bus. Admin.
High Point	jr-sr	3	54	3	Bus. Admin.
Lenoir Rhyne	junior	3	54	3	Econ. & Bus. Ed.
Meredith	jr-sr	3	54	3	Business
Queens	jr-sr	3	54	3	Sec. Admin.
Woman's College	senior	3	108	3	Economics
W.C.T.C.	junior	3	36	3	Business

Economic Geography

With the exception of Elon College, which offers economic geography five days a week and grants five semester hours of credit, economic geography is offered three days a week, and carries three semester hours of credit. Two colleges offer the course for two quarters (1.3 semesters). In the remaining eight colleges the length of the course is divided, four colleges offering it one semester and four colleges offering it two semesters.

In only three colleges is the course offered in the business department. In the other colleges it is offered in the department of geography, or geography in combination with another subject.

TABLE XX
ECONOMIC GEOGRAPHY

College	Level	Class Periods A Week	Total Periods	Sem. Hrs. Credit		Department
				Sem.	Total	
Appalachian	fresh	3	108	3	6	Geog. & Geology
Catawba	soph	3	54	3	3	Commerce
E.C.T.C.	fresh- soph	3	72	3	4	Geography
Elon	soph	5	120	5	6.7	Geog. & Geology
High Point	fresh	3	54	3	3	Bus. Admin.
Lenoir Rhyne	soph	3	54	3	3	Geography
Meredith	soph	3	108	3	6	Soc., Econ., & Geog.
Queens	jr-sr	3	108	3	6	Geography
Woman's College	soph	3	54	3	3	Geography
W.C.T.C.	soph	3	108	3	6	Business

Labor Problems

Table XXI shows that all but one of the colleges offering labor problems list it as a junior-senior course. Eight colleges teach the course in recitation periods meeting three times each week, and grant three semester hours of credit.

In every case the course is offered in the same department as economic principles and problems.

TABLE XXI
LABOR PROBLEMS

College	Level	Class Periods A Week	Total Periods	Sem. Hr. Credit Per Sem.	Department
Appalachian	jr-sr	3	36	3	Economics
Catawba	soph	3	54	3	Commerce
E.C.T.C.	junior	3	36	3	Economics
Elon	jr-sr	5	60	5	Bus. Admin.
High Point	jr-sr	3	54	3	Bus. Admin.
Lenoir Rhyne	jr-sr	3	54	3	Econ. & Bus. Ed.
Meredith	jr-sr	3	54	3	Economics
Queens	jr-sr	3	54	3	Economics
Woman's College	jr-sr	3	54	3	Economics

Economic History

Economic history is generally offered on the junior-senior level, but one college lists it on the sophomore level. Seven colleges offer the course, but only three colleges list it as a requirement. Classes meet

for three recitations a week with three semester hours of credit. The course varies in length from one semester to two semesters. In four colleges the course is offered in the history department, and in three colleges in the business department.

TABLE XXII
ECONOMIC HISTORY

College	Level	Class Periods A Week	Total Periods	Sem. Hr. Credit Per Sem.	Department
Appalachian	jr-sr	3	108	3	History
Catawba	senior	3	54	3	Bus. Admin.
E.C.T.C.	junior	3	72	3	History
High Point	jr-sr	3	54	3	Bus. Admin.
Lenoir Rhyne	soph-jr	3	54	3	Econ. & Bus. Ed.
Queens	senior	3	108	3	History
Woman's College	senior	3	108	3	History

Money and Banking

Money and Banking is offered as a one-semester or a one-quarter course on the junior-senior level, usually for three recitations a week, with three semester hours of credit. Six colleges offer the course, but only one college lists it as a requirement.

TABLE XXIII
MONEY AND BANKING

College	Level	Class Periods A Week	Total Periods	Sem. Hr. Credit Per Sem.	Department
Catawba	junior	3	54	3	Bus. Admin.
E.C.T.C.	junior	3	36	3	Economics
Elon	jr-sr	5	60	5	Bus. Admin.
High Point	jr-sr	3	54	3	Bus. Admin.
Lenoir Rhyne	jr-sr	3	54	3	Econ. & Bus. Ed.
Woman's College	jr-sr	3	54	3	Economics

Consumer Economics

Table XXIV shows that all but one of the colleges offering consumer economics list it on the junior-senior level. Classes meet three times a week for three semester hours of credit. In every case the course is offered in the same department as economic principles and problems.

TABLE XXIV
CONSUMER ECONOMICS

College	Level	Class Periods A Week	Total Periods	Sem. Hr. Credit Per Sem.	Department
Appalachian	jr-sr	3	36	3	Economics
E.C.T.C.	soph	3	36	3	Economics
Meredith	jr-sr	3	54	3	Economics
Woman's College	jr-sr	3	54	3	Economics

3. BUSINESS ADMINISTRATION COURSES

Business Correspondence

Business correspondence or business English is offered by seven colleges. The contents are described as a discussion of current practices in and composition of business letters. Two additional elementary non-credit courses were given a separate recording as business English. Business correspondence, as shown in Table XXV, is usually offered for a quarter, or semester, and carries three hours of credit.

TABLE XXV

BUSINESS CORRESPONDENCE

College	Level	Class Periods A Week	Total Periods	Semester Hour Credit	Department
Appalachian	soph	2	24	1.3	Bus. Education
High Point	soph	3	54	3	Bus. Admin.
Meredith	jr-sr	3	54	3	Business
Queens	jr-sr	3	54	3	Sec. Admin.
Woman's College	senior	3	54	3	Bus. Educ. & Sec. Admin.
W.C.T.C.	jr-sr	3	36	2	Business
Lenoir Rhyne	fresh	3	54	3	English

Statistics

Statistics is offered in six colleges as a one-quarter or one-semester course, usually on the junior-senior level, in classes meeting for three recitations a week, for three semester hours of credit. In two

colleges, statistics is offered in the mathematics department; in three colleges in the business department; and in one college in the economics department.

TABLE XXVI
STATISTICS

College	Level	Class Periods A Week	Total Periods	Sem. Hr. Credit Per Sem.	Department
Catawba	jr-sr	3	54	3	Bus. Admin.
E.C.T.C.	junior	3	36	3	Mathematics
Elon	jr-sr	5	60	5	Bus. Admin.
Meredith	jr-sr	3	54	3	Business
Queens	soph	3	54	3	Economics
Woman's College	jr-sr	3	54	3	Mathematics

Courses Related to Selling

Among the business administration courses open to students majoring in secretarial studies were found various courses in salesmanship and aspects of retailing. Each course was listed once as a requirement. In four other colleges these courses could be elected for credit by students preparing for secretarial occupations. Table XXVII shows that five colleges offer salesmanship, four offering it on the junior-senior level and one college offering it on the sophomore level. In four of the colleges, the course is offered three times a week, carrying three semester hours of credit.

Table XXVIII shows the offerings classified in this study as retail organization and management, usually placed on the upper levels. The

various courses were named as retail selling and store management, retail distribution, retailing, and introduction to retailing.

TABLE XVII
SALESMANSHIP

College	Level	Class Periods A Week	Total Periods	Sem. Hr. Credit Per Sem.	Department
E.C.T.C.	jr-sr	3	36	3	Bus. Education
Elon	soph	5	60	5	Bus. Admin.
High Point	jr-sr	3	54	3	Bus. Admin.
Lenoir Rhyne	jr-sr	3	54	3	Econ. & Bus. Ed.
W.C.T.C.	jr-sr	3	36	3	Business

TABLE XXVIII
RETAIL ORGANIZATION & MANAGEMENT*

College	Level	Class Periods A Week	Total Periods	Semester Hour Credit	Department
Elon	jr-sr	5	60	5	Bus. Admin.
High Point	fresh	3	54	3	Bus. Admin.
Meredith	jr-sr	3	108	3	Business
Woman's College	jr-sr	3	108	3	Bus. Ed. & Sec. Admin.
W.C.T.C.	jr-sr	3	36	3	Business

*Because of the wide variation in titles of courses in retailing, several combinations were made under the above title.

Marketing

Table XXIX shows that all of the colleges offering marketing offer it on the upper levels. In all but one case the course is offered in classes meeting three times a week carrying three semester hours of credit. The course is offered in the same department as economic principles and problems.

TABLE XXIX
MARKETING

College	Level	Class Periods A Week	Total Periods	Sem. Hr. Credit Per Sem.	Department
Woman's College	jr-sr	3	54	3	Economics
High Point	jr-sr	3	54	3	Bus. Admin.
Catawba	jr-sr	3	54	3	Commerce
Elon	jr-sr	5	60	3.3	Bus. Admin.

SUMMARY

This chapter has presented the 23 courses most commonly offered by the colleges with four-year secretarial programs.

Of the 23 courses offered by four or more of the colleges, 11 are classified in this study as technical, seven as social business courses, and five as business administration courses.

The technical courses show a range in levels from freshman to senior year, with three courses usually offered on the freshman or sophomore level: beginning typewriting, business arithmetic, and accounting principles. Advanced typewriting and machine courses are almost equally divided between the lower and upper levels. Shorthand, both beginning and

advanced, advanced accounting, cost accounting, office management and practice, and work experience are generally offered on the upper levels.

In the skill subjects, the length of the course and number of periods vary greatly among the colleges and show little relation to achievement standards. Skill subjects are taught more class periods than the semester hour credit granted indicates. Beginning shorthand is offered five days a week in nine colleges. The maximum credit granted for a semester of beginning shorthand is four semester hours; the usual credit is three semester hours. All of the colleges offer some shorthand in addition to the first year. Advanced shorthand is usually offered five days a week, and three semester hours of credit are granted. Beginning typewriting is generally offered five days a week for a year, and two semester hours of credit are granted. Six colleges offer some advanced typewriting. The usual credit is two semester hours a semester.

Accounting principles is offered in eight colleges. Two additional colleges offer a course called bookkeeping and accounting. The accounting program terminates with beginning accounting at Meredith and Western Carolina Teachers College. The accounting program terminates with advanced accounting at Appalachian, High Point, Lenoir Rhyne, and Woman's College. Only four colleges offer additional work in accounting beyond this course.

Most of the colleges offer some instruction in machines, either as separate courses or included in office management and practice courses.

There is no standard practice for offering the machines course. The machine instruction is offered as a semester course in some colleges, while in others the machines are grouped together according to types, and

each group offered as a separate unit. The practice in some colleges is to include machine instruction in the office management course. In other colleges the machine instruction in the office management course is offered in addition to courses in office machines.

The machines most often mentioned in the descriptions of the machine and office management courses were: calculators, dictating machines, bookkeeping machines, and duplicating machines.

Work experience is offered as a separate course in three colleges, and one college offers some work experience in the office management course.

The social business subjects are represented by: economic principles and problems, economic geography, business law, labor problems, economic history, money and banking, and consumer economics. Two of the courses, economic geography and economic principles and problems, are generally offered on the sophomore levels, while the other social business subjects are usually offered on the upper levels. The social business subjects show a high frequency of offering, as five of the seven courses are offered by 70 per cent of the ten colleges. Many subjects considered social business subjects are taught in departments other than business departments.

The business administration courses discussed in this chapter are represented by: business correspondence, statistics, retail organization and management, salesmanship, and marketing. All of the courses are generally offered on the upper levels and in the business departments. Business correspondence courses were found in the English department, but offered more frequently in the business departments. Statistics courses

are offered in the mathematics departments and business departments, but are offered more frequently in the business departments.

The business administration courses do not show as high frequency of offering as the technical or social business courses. Only one business administration course is offered by 70 per cent of the colleges.

The technical courses required by 40 per cent or more of the colleges are: beginning typewriting, advanced typewriting, beginning shorthand, advanced shorthand, accounting principles, business arithmetic, and office machines.

The social business courses required by 40 per cent or more of the colleges are: economic principles, business law, and economic geography.

No business administration courses were listed as a requirement by four or more of the colleges.

CHAPTER IV

ONE-YEAR AND TWO-YEAR SECRETARIAL PROGRAMS

Eleven of the 20 senior colleges in North Carolina offer either a terminal one-year or a terminal two-year secretarial program. Although two of these do not state that they offer a terminal two-year program, their secretarial subjects are open to freshmen and sophomores, and they have been included in the 11 colleges for discussion.

The administration of the programs varies. Eight of these 11 colleges offer a four-year program. In some of the colleges the secretarial courses are part of the four-year program, while in other colleges they are special courses designated for only one-year or two-year students. Only one college has a separate department with a special staff. Two colleges offer only one-year and two-year terminal programs. Table XXX shows the types of programs provided, and Tables XXXI and XXXII show what business courses are offered.

TABLE XXX
TYPES OF SECRETARIAL PROGRAMS

College	1 yr.	2 yrs.	Both	Academic Credit	Part of 4-year Program	Courses for only 1- or 2-year Students
Appalachian	x			none		x
Atlantic Christian	x	x	x	none		x
Catawba		x		yes	x	
Elon	x	x	x	limited		
Guilford		x		yes		
High Point	x	x	x	yes	x	
Flora Mac- donald	x	x	x	none		x
Lenoir Rhyne	*	x		limited		
W.C.Commercial Department	x			none		x
Queens	x	x	x	1 yr.-no 2 yr.-yes		x x
W.C.T.C.	x	x	x	yes	x	

*Lenoir Rhyne offers a course planned for two years, but states that students with sufficient previous training may complete it in one year.

TABLE XXXIII
 NUMBER OF COURSES PERTAINING TO BUSINESS
 IN TWO-YEAR SECRETARIAL PROGRAMS

Course	Semesters									Total
	At. Ch.	Catawba	Elon	Flora Mac.	Guilford	H. P.	L. R.	Queens	W.C.T.C.	
Typewriting-beg.	2	2	1.3	2	2	2	2	2	2	9
Typewriting-adv.	2	2	2	2	2	2	2	2	2	3
Shorthand-beg.	2	2	2	2	2	2	2	2	2	9
Shorthand-adv.	2	2	1.3	2	2	2	2	2	2	7
Dict. and trans.			1.3							1
Transcription								1		1
Bookkeeping	2									1
Bkpg. & acct.		2	1.3							2
Accounting, I				2		2	2	2	2	5
Accounting, II				2			2			2
Bookkeeping, mach.							1			1
Bus. Arithmetic	1		1.3			1	1	2		5
Bus. English or										
Bus. Correspondence	2		1.3	1		1	1	1	0.7	7
Office training				1						1
Office practice		1				1				2
Office mgt. & pract.							1			1
Office mgt. & tech.								1		1
Office mgt.									0.7	1
Office & Sec. pract.									0.7	1
Secretarial pract.			0.7							1
Filing & machines								1		1
Bus. machines									1.3	1
Business law	1		1.3			1	1			4
Prin. of Econ.			1.3	1		2			2	4
Econ. geography						1				1
Econ. resources								2		1
Bus. mgt. or adv.)		1)								1
Advertising)		1)								1
Retailing						1				1
Retailing or								0.7)		1
Store mgt.								0.7)		1
Intro. to Bus. Prin.						1				1
Merchandise Inform. or)								0.7)		1
Salesmanship or)								0.7)		1
Personnel mgt.)								0.7)		1

Special Sequences Within Four-Year Programs. Some of the colleges offer academic credit for secretarial courses. High Point and Western Carolina Teachers College each list a sequence of courses from the four-year program for students wishing to spend only one year in college, and sequences for students who wish to spend two years in college. Queens, in addition to a definite one-year program, lists a sequence for two-year students. Catawba College does not state that it offers a one-year or a two-year secretarial curriculum, but outlines a sequence of courses leading to a degree, with secretarial subjects included on the freshman and sophomore levels. Guilford College does not state that it offers a one-year or two-year secretarial curriculum, but makes available on an elective basis secretarial courses carrying credit.

Terminal Secretarial Courses, One-Year Only. Appalachian, Queens, and Woman's College offer one-year terminal programs. No credit is granted. At Appalachian and Queens the courses are taught by the same faculty as are the four-year courses, but in special classes that carry no academic credit. At Woman's College, the one-year curriculum is offered in a separate department, separately housed, and is conducted by a separate staff.

Terminal One- or Two-Year Courses. Four colleges offer secretarial programs that may be continued for two years. The program at Atlantic Christian College is designed for those who can only spend one year in college or who expect to spend but two years. No credit is granted for the courses. Flora Macdonald lists a sequence of courses for one-year students, and an additional sequence for students planning to attend two years. No credit is granted for the courses. Elon College lists a sequence of courses for one-year students. Two-year students follow the

same program for the first year, and take additional courses during the second year. Limited credit may be applied toward a degree. Lenoir Rhyne College offers a secretarial program designed for two years, but states that students with sufficient previous training may complete it within one year.

Course Offerings. Table XXXI shows a marked similarity in the array of courses within the one-year secretarial programs, both in the nature and extent of the offerings. The apparent difference in number of courses results from the quarter system of Appalachian and Western Carolina Teachers College.

The two-year programs, as shown in Table XXXII, provide not only a continuation of the skill subjects, but some social business subjects, such as economic geography, business law, and principles of economics. Western Carolina Teachers College offers some electives in the two-year course.

CHAPTER V

SUMMARY OF FINDINGS, CONCLUSIONS, AND RECOMMENDATIONS

Findings

The results of this catalogue study of secretarial offerings in North Carolina senior white colleges show that 13 colleges offer some kind of secretarial training program.

Nine of the colleges offering secretarial training programs are church-related colleges, and four are state-supported institutions, three being primarily teacher-training institutions. Ten colleges are of the liberal arts type. Four of the colleges are for women, exclusively, and the others are co-educational institutions. All of the colleges are recognized as standard four-year senior colleges by the North Carolina State Board of Education. At the time of the study, nine colleges were members of the Southern Association of Colleges and Secondary Schools. One college has since been admitted to membership.

Of the 13 colleges offering secretarial training programs, ten offer a four-year secretarial training program with a major in secretarial studies, or a major in which secretarial studies are accepted for credit.

The four-year programs were analyzed in terms of (1) types of colleges offering secretarial training program; (2) total business offerings; (3) levels on which courses are offered; (4) departments in which courses are offered; (5) credit hours granted; (6) course requirements for a major which includes secretarial studies.

The graduation requirements of the 10 colleges range from 120 to 129 semester hours with stated requirements in quality points, usually representing a C average in scholarship.

The names of the majors, including secretarial subjects, vary; however, the state-supported schools show some similarity by using the name Business Education and providing for the professional training of business teachers. One state-supported college uses the double name of Business Education and Secretarial Administration. Two church-related colleges use the name Secretarial in the name of the majors, one designating it Secretarial Administration, and the other as Secretarial Science. In two of the colleges the majors are in Business Administration. Credit for secretarial courses in these two colleges is limited to majors in the field of business. In one other college, credit for secretarial courses is limited to majors in the field.

The minimum requirements in secretarial courses range from 6.66 semester hours to 35 semester hours. No information was available as to the maximum credits in secretarial subjects that could be applied toward a major or degree, with the exception of Elon, where 6.66 semester hours is the maximum.

The general trend in the colleges offering four-year programs is to place the secretarial subjects on the upper levels, and require background or foundation courses as prerequisites.

Credit for work experience is granted in three colleges, and in the fourth college some work experience is required in a course in office management. One college requires 60 hours of work in an actual office for three semester hours of credit. One college states a "planned work experience approved in advance by an instructor," with work performed during the summer months. Another college requires two or three afternoons weekly in a downtown office during the last semester of the senior

year, with conferences and remedial work at the college, for which three semester hours of credit are granted.

Seventy-four courses relating to business were found to be offered: 28 technical courses, 25 social business courses, and 21 business administration courses.

Seven courses are offered by all of the colleges: beginning shorthand, advanced shorthand, beginning typewriting, accounting (including the two courses titled bookkeeping and accounting), economic geography, economic principles and problems, and business law.

Thirty-two courses were found to be offered by only one college, 13 by two colleges, and 6 by three colleges. The 23 courses offered by four or more colleges were selected for detailed analysis. Of these, 48 per cent are classified as technical, 30 per cent as social business, and 22 per cent as business administration courses.

The most frequently offered technical courses are: beginning shorthand, advanced shorthand, beginning typewriting, business arithmetic, principles of accounting, advanced accounting, machines, advanced typewriting, office management (including some machine work), cost accounting, and work experience. The most frequently required technical courses are: beginning shorthand, beginning typewriting, accounting, advanced shorthand, business arithmetic, machines, and advanced typewriting.

The technical courses show a range in levels of offerings from freshman to senior year, with beginning typewriting, business arithmetic, and accounting principles usually offered on the lower levels, and beginning shorthand, advanced shorthand, advanced accounting, cost accounting, office management, and work experience generally offered on the upper levels.

Beginning shorthand and beginning typewriting are usually year courses. Beginning shorthand is usually offered five days a week and carries three semester hours of credit. Typewriting is usually offered five days a week and carries two semester hours of credit. Little relation is shown between the number of periods these skill courses are offered and the stated achievement standards. The range in stated speed requirements in beginning typewriting is from 40 words a minute for 180 class periods to 50 words a minute on letters for 180 class periods. In one college the speed requirement for two semesters of advanced typewriting is 50 net words, while in another the requirement is 55 for one quarter. In one college beginning shorthand classes are required to achieve a speed of 100 words a minute for 180 class periods in contrast to a speed of 60 words a minute for 216 class periods in another college. The achievement standards in advanced shorthand range from 100 to 120 words a minute.

Most of the colleges offer instruction in machines, but little uniformity was found in the organization and scope of the various machine courses. Machine instruction is offered as a semester course in some colleges, while in others the machines are grouped according to types, and each group is offered as a separate unit. The practice in some colleges is to include machine instruction in the office management course. In other colleges the machine instruction in the office management course is offered in addition to the courses in office machines.

The most frequently offered social business subjects are: economic principles and problems, economic geography, business law, labor problems, economic history, money and banking, and consumer economics. The most

frequently required courses in this group are: economic principles and problems, economic geography, and business law. Economic geography and economic principles and problems are generally offered on the sophomore levels, and the other subjects are offered on the upper levels. Some subjects considered social business subjects, such as economic principles and problems, economic geography, economic history, business law, economic principles, and consumer economics, are offered in departments other than business departments.

Business administration courses are generally offered on the upper levels. The five courses offered most frequently are: business correspondence, statistics, retail organization and management, salesmanship, and marketing. No business administration course was listed as a requirement by four or more colleges.

One-Year and Two-Year Secretarial Programs

Eleven colleges offer one-year or two-year secretarial programs, or secretarial studies that are available to freshmen and sophomores.

Eight colleges offer a four-year program and a one-year or a two-year secretarial program. Two colleges offer only a one- or two-year secretarial program without credit. One college makes available secretarial studies with credit on an elective basis.

The administration of the one- and two-year program varies. In some colleges the program consists of a sequence outlined from the four-year program. One college has a separate department with a special staff.

The one-year programs show marked similarity in offerings and consist mainly of technical courses. The two-year programs include some social business courses, and more advanced work in the skill subjects.

Conclusions

The findings of this study with respect to foundation courses for secretarial students are in contrast with the findings of a similar study reported by Caperton in 1934 for Mississippi. Her findings were that the offerings in social business subjects were meager, while in this study almost one-third of the total business offerings are of a social nature. The inclusion of social business subjects in the business curricula may be indicative of a trend, and is in keeping with one of the formulated principles of business education as stated in the Ninth Yearbook of the National Business Teachers Association:

"Business curricula should contain adequate materials for the development of economic understanding on the part of all students."¹

The social business courses may constitute the background of business students and other students desiring an understanding of the social functions of business and a broad general background. The offerings in this area contribute to the fulfillment of the purposes of the liberal arts colleges.

The results of this study suggest a tendency to professionalize collegiate secretarial training by offering it in the junior and senior years after a background is provided in academic and social business courses.

¹ Effective Business Education, National Business Teachers Association Ninth Yearbook (Somerville, New Jersey, Somerset Press, Inc., 1943), p. 202.

The practice of most of the colleges to offer credit for the secretarial courses is in keeping with some trends reported in business education. Hosler² found 38 of 42 members of the Association of Collegiate Schools of Business granting credit for typewriting, shorthand, and office practice courses, and South-Western Publishing Company³ reported in 1945 that of 172 colleges, 157 gave credit for typewriting, and three gave credit for typewriting when it was taken with shorthand.

While all colleges grant credit for secretarial courses in four-year programs, there is variation in the amount of credit in secretarial courses that can be applied toward a degree, and in the number and extent of secretarial courses constituting the planned technical training.

The divergencies noted in the content of the courses called machines and the office practice courses, while marked, are not peculiar to the colleges of North Carolina, as Bowman has made clear in the May, 1948, issue of UBEA Forum:

"In spite of the fact that instruction in so-called office practice has been attempted for more than 25 years, there is still considerable confusion as to what is meant by the term 'office practice'. Schools vary in their attitudes toward such courses. In some cases office practice means little more than a study of filing. In other cases it means training in highly specialized business machines."⁴

² Russel J. Hosler, "Collegiate Credit in Skill Courses," Business Education World, Vol. XXVIII, June, 1948, p. 611.

³ Results of Survey on College Typewriting Courses Conducted by South-Western Publishing Company, February, 1945.

⁴ Wallace B. Bowman, "Little Things Count," UBEA Forum, Vol. II, No. 8, May, 1948, p. 15.

The provision for work experience on the collegiate level with credit, scheduled in 4 colleges, is in keeping with a current trend in business education as reported by McGill⁵ writing in Collegiate News and Views:

"...Recognition is being given to the fact that formal classroom training is only a part of the necessary education needed for business entrance. The other part can only be obtained by work experience wherein the student has an opportunity to apply and test classroom and book information."

Recommendations

In view of the lack of uniformity in the practices of colleges in offering secretarial programs, it is recommended that administrators and others responsible for planning and executing college secretarial programs direct their endeavors toward greater standardization in: (a) course names, (b) scope and content of courses, (c) achievement goals, (d) time allotment, and (e) credit allowance.

The variety of titles applied to stenographic courses points to the need of definitive nomenclature, to make clear the intent and scope of such courses as are now designated as advanced shorthand, secretarial practice, office practice, dictation and transcription, and transcription.

The objectives and content of courses need defining and evaluation in order to avoid repetition and overlapping. The status of practical or applied skill courses, as distinct from the theory and basis skill courses, merits scrutiny and evaluation. There is evidence of the need of defined functions and objectives in the diversity of

⁵ E. B. McGill, "Work Experience in Business Education at the College Level," Collegiate News and Views, Vol. I, No. 4, May, 1948, p. 8.

offerings reported as secretarial practice, filing, office practice, office management, and office machines.

It is recommended that achievement standards in skill subjects go beyond mere speed requirements and be more representative of occupational standards. The importance of a closer relationship of learning practices to ultimate goals is of concern to both business and business education, and is reflected in numerous current writings. Tonne⁶ has given a clue to the nature of realistic standards in his comment that

"We must speak about the number of cards a clerk can process an hour, rather than words a minute in typing, about usable letters produced a day, rather than definite words a minute dictated."

Is too much time being devoted to skill training, particularly in shorthand? Current professional literature offers that challenge, stating that learning time can be and ought to be reduced. It is recommended, therefore, that the colleges offering or requiring an extensive sequence of shorthand critically examine their programs in the light of the results attained. Excessive time devoted to skill subjects restricts the individual's opportunity for acquiring an improved general background.

Those colleges which offer credit for secretarial subjects but only in limited amounts should ascertain if the extent of their training is adequate. For evaluation of their programs a follow-up of graduates seems in order.

It is recommended that each college examine its listings of courses not offered by any other college and examine the appropriateness of the

⁶ Herbert A. Tonne, "Improving Business Education on the Basis of War-Training Experience, " The American Business Education Yearbook, Second Yearbook, Vol. II (New York, New York: New York University Book Store), p. 24.

scope and contents. The innovation of such courses may reflect a desirable adaptation to known needs in some curricula; in other instances it may represent the addition of courses merely for the sake of extending the total offering or the inclusion of an added title in the catalogue announcements.

It is recommended that the practice of granting credit for work experience be continued and extended, with all colleges providing coordinated work experience for their secretarial students.

The continuance of social business courses is recommended, both as foundation courses and concurrent with specialized subject matter, in order to promote understanding of business as a social and economic institution, but consideration should be given also to the development of attitudes and personality traits that will enable an individual to make satisfactory personal adjustments in his occupation. The findings of this study do not indicate neglect in these areas, but the fact that occupational adjustments of beginning office workers is the subject of a recent doctoral study⁷ and the prominence of this topic in the national conferences and yearbooks⁸ justify its mention here. It is a formulated principle of business education that institutional programs should provide for personality development:

"Personality is of sufficient importance in business relations as to merit curricular emphasis equivalent to that of skills and knowledges. Its development should not be left to chance nor should it be considered a by-product of subject matter learning."⁹

⁷ Dorothy C. Finkelhor, "Occupational Adjustments of Beginning Office Workers," 1942 Research Award of Delta Pi Epsilon, (Oklahoma Agricultural and Mechanical College, Stillwater, Oklahoma, 1943).

⁸ "The Principles of Business Education," Eighth Yearbook of National Business Teachers Association, (Ann Arbor, Michigan: The Ann Arbor Press, 1942).

⁹ Ibid., p. 145.

More careful organization and editing of the college catalogues with specific information about requirements for graduation and requirements for majors would have been helpful in this investigation. Improvement in the presentation of information and announcements, besides giving a better impression to the reading public, will be helpful to prospective students and to other investigators who wish to make comparative surveys.

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CONTINUATION OF TITLES

Labour Problems
Labour Practices
Labour Legislation
Labour and Management Practices

Personal Finance
Personal Planning
Investment of Savings

Statistical Methods
Economic Geography
Economic Resources

Introduction to Business Statistics
Introduction to Business Principles
Introduction to Marketing

General Economics
Consumer Economics
Economics of Transport

International Trade
Imports and Exports
International Economic Relations

Public Finance and Taxation
Public Finance and Development
Finance and International Trade

Regional Development
Regional Economics
Regional Planning
Business Communications and Reports

Business Arithmetic
Business Arithmetic
Social and Economic Mathematics
Graphic Methods with
Applications to Business
Mathematics of Finance
Mathematics of Business

Office Management
Office Management
Office Management

Office Management and Information
Office Management and Information
Office Management and Information

Office Management and Information
Office Management and Information
Office Management and Information

Retail Trade
Retail Trade
Retail Trade

Retail Trade
Retail Trade
Retail Trade

Retail Trade
Retail Trade
Retail Trade

Industrial Management
Industrial Management
Industrial Management

Industrial Management
Industrial Management
Industrial Management

APPENDIX

COMBINATION IN TITLES

Labor Problems	Business Arithmetic
Labor Problems	Business Arithmetic
Labor Economics	Social and Economic Mathematics
Labor and Management Problems	General Mathematics with Applications to Business
Personal Finance	Mathematics of Finance
Personal Finance	Mathematics of Business
Investment of Savings	Office Management (with machines)
Economic Geography	Office Management (with machines)
Economic Geography	Office Management and Techniques (Prerequisite of 40 words a minute in typing)
Economic Resources	Office Management and Practice
Introduction to Business Principles	Office Management and Office Practice
Introduction to Business Principles	
Introduction to Business	
Consumer Economics	Retail Organization and Management
Consumer Economics	Retail Organization and Management
Economics of Consumption	Retailing
International Trade	Retail Distribution
International Trade	Introduction to Retailing
International Economic Relations	Retail Selling and Store Management
Public Finance and Taxation	Industrial Management and Personnel
Public Finance and Taxation	Industrial Management and Personnel
Taxation and Government Finance	Personnel Management
Business Correspondence	
Business Correspondence	
Business English	
Business Communications and Reports	

State of North Carolina
DEPARTMENT OF PUBLIC INSTRUCTION

Raleigh

June 25, 1948

Mrs. Kathryn W. McEntire
2513 Berkley Place
Greensboro, N. C.

Dear Mrs. McEntire:

With reference to your request for information about the classification of colleges as indicated in our Educational Directory, 1947-48, pp. 18-20, let me say that the A designation is simply a numbering. No. I would have served the same purpose.

The first Group A contains the names of senior colleges of the academic type and teachers' colleges. Group B, which might just as well have been called No. II is junior colleges, white.

The Negro colleges are classified in two groups A for senior colleges; there is no Group B for Negro colleges for the reason that there are no public Negro junior colleges on the approved list.

Denominational and private colleges are classified as Group A and Group B, precisely as indicated above.

This designation of Group A and B holds for the denominational and other private colleges, Negro, as indicated on page 20 of the Directory.

Group C is unclassified. All approved or classified colleges Class A are degree granting colleges.

If I can be of further assistance please let me know.

Cordially yours,

/s/

J. Henry Highsmith, Director
Division of Instructional Service

JHH:R

WAKE FOREST COLLEGE
Office of the Registrar
Wake Forest, North Carolina

July 11, 1946

Mrs. H. G. McEntire
2513 Berkley Place
Greensboro, N. C.

Dear Mrs. McEntire:

We have your letter of the 10th.

Although the College plans to offer some work in shorthand and typewriting, we have not yet done so; and it is not entirely certain that we shall be able to introduce the new courses at the opening of the next session. There has been no record here in that field on which to base a study.

On account of the fact that we have had much greater demand for our catalogues from new students and from returning veterans than contemplated and as we feel that there will be many more former students returning within the next few weeks, we regret not to be able to send you a catalogue at this time. If we can be of assistance in this way next February or March, after the new catalogue is issued, please let us know.

Cordially yours,

/s/

G. S. Patterson,
Registrar

GSP:g