

VOL. LXXXX

NUMBER 17



BULLETIN

# CHOWAN COLLEGE

Murfreesboro, N. C.




CATALOGUE 1939-1940

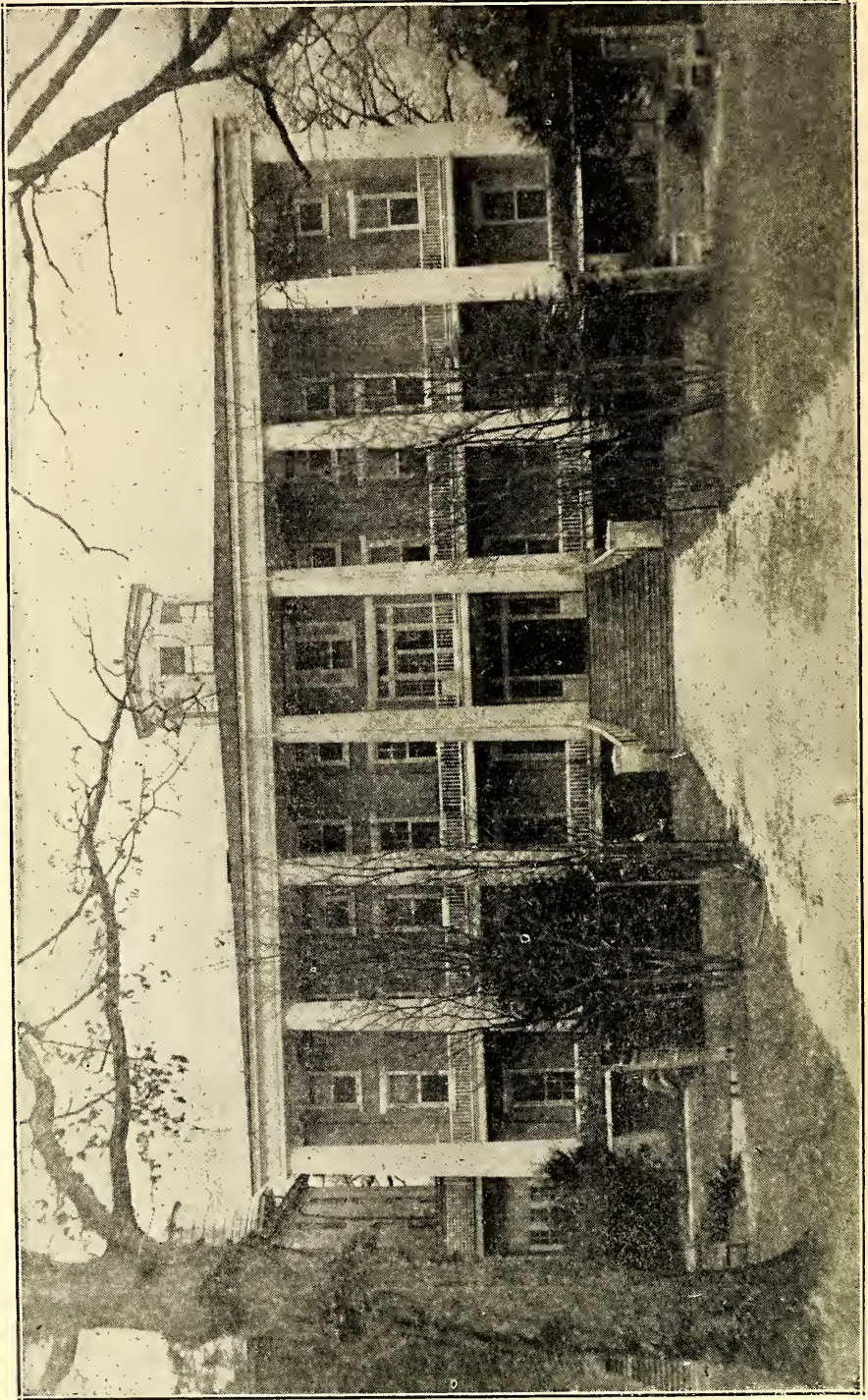
ANNOUNCEMENTS, 1940-1941

May 1940





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*The Administration Building*

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# Calendar

## COLLEGE CALENDAR

*Sept 17-18* 1941-42

September 6, ~~Monday~~—Registration of students.

September 13, ~~Tuesday~~—Class Work begins. *Monday*

October 3, ~~Thursday~~—Founders' Day.

November 27, ~~Wednesday~~—Thanksgiving vacation begins 4:30 P. M.

December 8, ~~Monday~~—Thanksgiving vacation ends 8:10 A. M.

December 20, ~~Friday~~—Christmas vacation begins 4:30 P. M.

1941

January 6, ~~Monday~~—Christmas vacation ends 8:10 A. M.

January 20, ~~Monday~~—First Semester Examinations.

January 27, ~~Monday~~—Second Semester begins 8:10 A. M.

February 20, ~~Thursday~~—Society Day.

Spring Recess begins 4:30 P. M. Thursday before Easter.

Spring Recess ends Tuesday 8:10 A. M.

May 23—Second Semester Examinations.

June 1—Baccalaureate Sermon.

June 8—Class Day.

June 9—Ninety-third Annual Commencement.

NOTE: All dormitories and dining hall will be closed during Christmas and Spring vacations.

Positively no recitations will be allowed to be moved out of their schedule on the day immediately before or after a holiday.

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## OFFICERS OF ADMINISTRATION

J. L. CARRICK, M. A., B. D., D. D.  
*President*

HAZEL EDENS  
*Registrar*

MRS. J. L. CARRICK  
*Dean of Women*

J. M. POWELL, M. A.  
*Field Secretary*

ELIZABETH BEATON  
*Librarian*

HAZEL EDENS  
*Secretary to the President*

MRS. R. E. SUMMERS  
*Dietitian*

G. E. BURDICK, M. A.  
*Director of Athletics*

## OFFICERS OF ADMINISTRATION AND INSTRUCTION

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B. A. Wake Forest College; M. A. University of Pennsylvania; B. D. Crozer Seminary; D. D. Chowan College.
- GEORGE E. BURDICK, M. A.....*Professor of Science*  
B. A. Milton College; M. A. University of Wisconsin; Ithaca College of Physical Education.
- J. L. CARRICK, D. D.....*Professor of Bible*  
B. A. Wake Forest College; M. A. University of Pennsylvania; B. D. Crozer Seminary; D. D. Chowan College.
- MARTHA ELIZABETH EDWARDS, Ph. D.....*Professor of Mathematics*  
B. A. University of North Carolina; M. A. *ibid*; Ph. D. *ibid*.
- GRACE GARDNER, B. A.....*Head Commercial Department*  
B. A. La Grange College; Commercial Diploma, Atlanta, Georgia Central Night School; Bookkeeping and Accounting, Bowling Green University, Training in Decatur, Georgia Modern School of Business.
- THELMA H. PEARSON, M. S.....*Head Home Economics Department*  
B. S. Iowa State College; M. S. Iowa State College.
- J. M. POWELL, M. A.....*Professor of English*  
B. A. University of Richmond; M. A. University of Virginia.
- GLADYS HOBSON SLEDD, M. A.....*Professor History and Sociology*  
B. S. State Teacher's College, Farmville, Virginia; M. A. Wake Forest College; University of Maryland Summer School, 1934-1935.
- EILEEN I. KELLY, M. A.....*Professor Foreign Languages*  
A. B. Barnard College; M. A. Columbia University; Diplome de l'Universte de Paris.
- MRS. M. E. WHITEHEAD, B. S.....*Director of Physical Education*  
B. S. College of William and Mary, Williamsburg, Va.
- ELIZABETH BEATON .....*Librarian*  
College of William and Mary.



# BOARD OF TRUSTEES

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MISS HAZEL EDENS, *Secretary*.....Murfreesboro, N. C.  
W. D. BOONE, *Treasurer*.....Winton, N. C.

## Term Expiring 1940

MRS. R. P. MOREHEAD.....Weldon, N. C.  
J. H. BOYD.....Greenville, N. C.  
P. J. LONG.....Jackson, N. C.  
W. D. BOONE.....Winton, N. C.  
B. H. WARD.....Sunbury, N. C.

## Term Expiring 1941

W. J. ROUNTREE.....Hobbsville, N. C.  
MRS. W. M. HOLLOWELL.....Hobbsville, N. C.  
W. HARRY STEPHENSON.....Pendleton, N. C.  
J. H. STEPHENSON.....Pendleton, N. C.  
J. H. HOLMES.....Farmville, N. C.

## Term Expiring 1942

J. H. MATTHEWS.....Windsor, N. C.  
R. R. JACKSON.....Harrellsville, N. C.  
A. L. LASSITER.....Potecasi, N. C.  
J. T. BOLTON.....Rich Square, N. C.  
S. P. WINBORNE.....Como, N. C.

## Term Expiring 1943

J. P. HOLOMAN.....Weldon, N. C.  
J. J. WHITE.....Greenville, N. C.  
J. M. DUNCAN.....Murfreesboro, N. C.  
J. MAYON PARKER.....Ahoskie, N. C.  
BAILEY BARNES.....Ahoskie, N. C.

## Executive Committee

W. D. BOONE, *Chairman*

J. M. DUNCAN  
D. H. WARD  
J. H. STEPHENSON  
J. MAYON PARKER  
S. P. WINBORNE

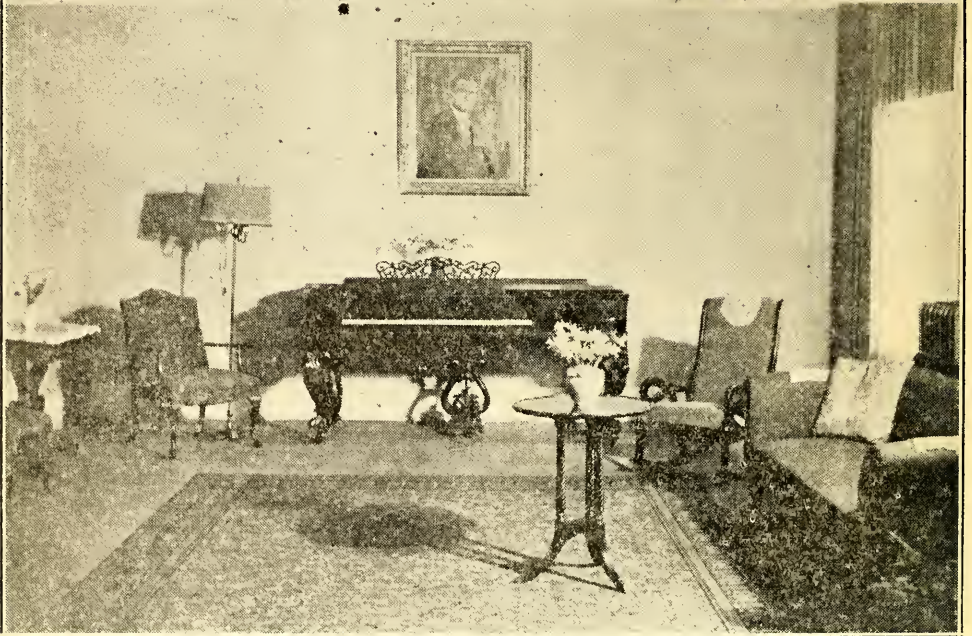
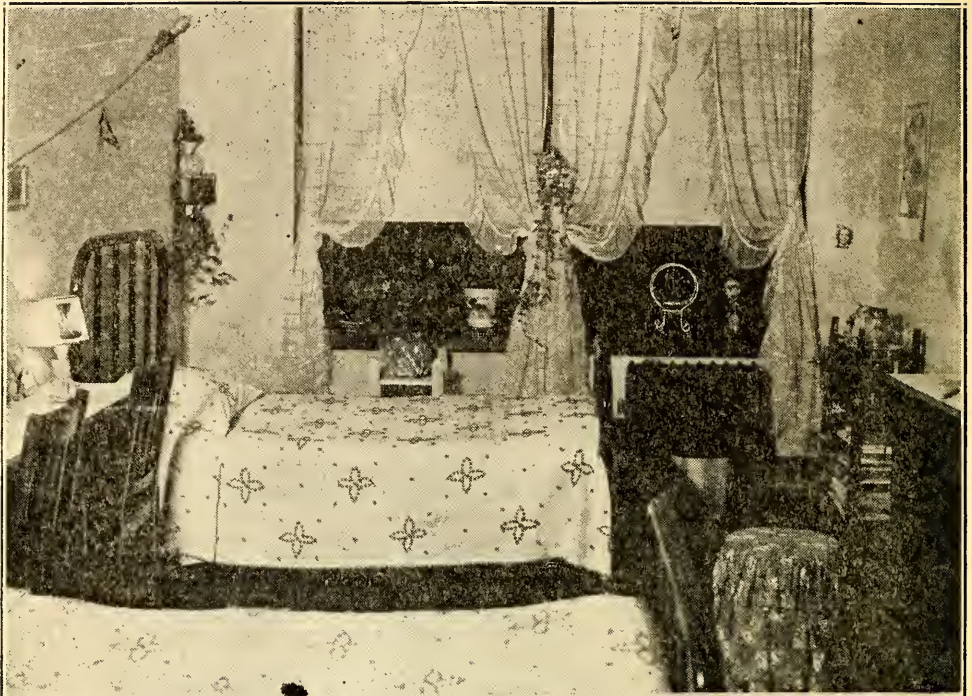
## Endowment Committee

Dr. J. L. CARRICK, *Chairman*

J. T. BOLTON  
W. D. BOONE

## Auditing Committee

S. P. WINBORNE  
W. D. BOONE



*Top—Students Bed Room  
Bottom—Large Parlor*

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## FOREWORD

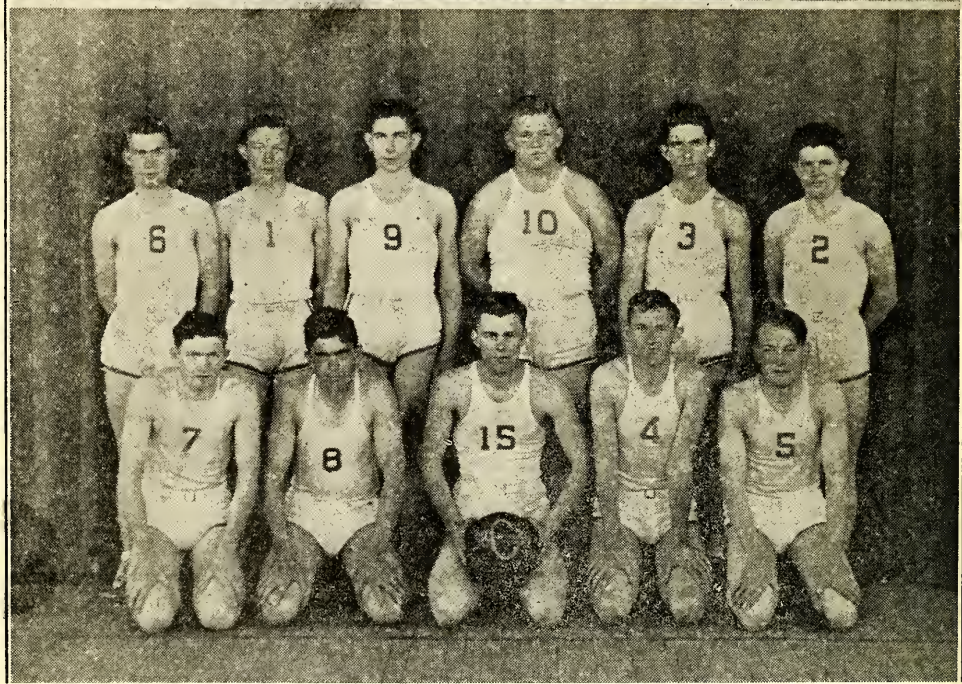
Chowan College was founded and chartered in 1848 by the Baptists of Eastern North Carolina and Virginia, who felt the urgent need of a school of higher education and liberal culture for their young women. They accordingly erected and furnished a beautiful and commodious brick building, four stories high, which stands as an honor to the liberality and artistic taste of its founders. Later, other buildings were added.

The following quotation from the Catalogue of 1853-54 expresses the purposes of the founders:

“It is established for holy purposes: to discipline mind; instrumentally, to sanctify mind; and then to direct its strengthened energies. The *latter* are regarded as of paramount importance, as transcendent talent, without moral culture, produces only evil. That system of education is, therefore, radically defective, which neglects the heart. The true system contemplates a symmetrical development of all the faculties—physical, intellectual, and moral—and has regard to the whole sum of our existence.”

The school began at once to supply, in an efficient manner, the great need of the Chowan section of the State. Able and well-trained teachers were attracted to its chairs. Students flocked to its halls. Its doors were not even closed during the War Between the States. This pioneer in the education of women became the boast and glory of the Baptists of the Old North State. It has graduated hundreds of women, many of whom have either become prominent themselves or have become the wives and mothers of men who have distinguished themselves in the history of our State and denomination.

In the fall of 1931 it was decided to broaden the field of service by opening the doors of the college to young men. Since then this grand old college has been co-educational and has attracted many young men of brilliance and distinction to its halls. It is hoped that in the near future a special dormitory for men will be erected upon its campus.



*Top—Girls Basketball Team  
Bottom—Boys Basketball Team*

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## GENERAL INFORMATION

### LOCATION

Chowan College is located within the corporate limits of the Town of Murfreesboro, N. C. The site, embracing a tract of fifty acres, is on a bluff about ninety-feet high and about one mile from the Meherrin river. Three deep ravines surrounding the town afford ample drainage. The beautiful campus immediately in front of the main building, the winding walks, ornamented with fine shade trees, shrubbery, and flowers, and a circular driveway bordered by grand old pines together with the surrounding hills and valleys, suggestive of the Piedmont section, add greatly to the attractiveness of the place and furnish recreation grounds for faculty and students.

The community is exceedingly healthful, quiet, and favorable to study. It would be difficult to find a community with fewer causes to divert the mind from study, or more favorable for student life.

### TRANSPORTATION

The college is reached by the following routes. Those coming by Atlantic Coast Line Railway get off at Weldon or Ahoskie, N. C., thence by automobile to Murfreesboro. Students coming on Seaboard Railway get off at Boykins, Va. Those coming by the Southern Railway get off at Franklin, Va.

Murfreesboro is 65 miles from Norfolk, Va., on U. S. Route 158. It may be reached by bus from Norfolk, Va., or Raleigh, N. C. Students getting off at Winton, N. C., which is 10 miles from Murfreesboro, will be met.

### BUILDINGS AND EQUIPMENT

The Administration Building, erected in 1851, is a beautiful four-story brick building. It has a very imposing appearance due to its massive columns and broad veranda, extending its entire length. This building is used principally for classrooms, offices, parlors, literary society halls, the infirmary, and dormitory rooms.

The East Building is a commodious brick building four stories high. It houses the kitchen, dining room, library, faculty rooms, and home economics department.

The New Dormitory contains one of the most beautiful college auditoriums in the State, with a seating capacity of eight hundred, and a combination stage and gymnasium. This building houses dormitory rooms with new equipment, studios, practice rooms, the swimming pool, and the central heating plant.

The Science Building is a two-story frame building used by all science departments for classroom and laboratory work.

All the buildings, except the Science Building, are connected by arcades or corridors, making it extremely convenient for students in severe weather, since they are able to go from one building to another entirely under shelter. All these buildings are amply protected against fire, adequately equipped with fire escapes, and supplied with fire hose and extinguishers on every floor.

Steam heat makes all the buildings comfortable throughout the year.

A postoffice equipped with modern lock boxes is maintained by the College for the convenience of its professors and students. Mail is received and sent away three times daily; this makes the mail service as efficient as the city delivery. This branch of government work is in charge of one of the students.

### BOOKS

All books used in class work will be handled by the business office. *Cash is to be paid for books when purchased.*

### INFIRMARY

The College maintains on the third floor of the Administration Building an infirmary equipped with modern hospital beds.

This provision has been made for cases of temporary illness, which are treated by the college physician with no expense to the student, other than the medical fee. In case of serious and protracted illness, arrangements will be made according to circumstances and instructions of parents, who will be responsible for additional expense incurred.

Dormitory students too ill to go to dining room or to attend to the regular college duties are expected to go to the infirmary at once.

### GENERAL REGULATIONS

The deportment of a Christian is the standard to which every student is expected to conform. All appropriate means are used to develop and confirm a sense of personal honor and sacred regard for truth, as upon these rests the best reliance for good conduct. A few plain and reasonable rules are prescribed, and each matriculate must promise to obey them.

I. Card playing and other games of chance are prohibited.

II. The use of profanity will be considered a violation of decent rules of conduct.

III. Drinking of wine, whiskey, and other intoxicants will not be permitted.

IV. Smoking is discouraged.

V. All students are required to attend the daily chapel exercises. Three points are deducted for every unexcused absence on the term chapel grade.

VI. Students are required to have written permission from their parents upon leaving school. Parents are urged to give their children as few permissions as possible. Except in case of emergency, no student can be permitted to be out more than eight times during the year.

1. Occupants of dormitory rooms will be held responsible for the good order of their rooms, as well as for any damage or defacement they may sustain. Changes from one room to another may be allowed by the Dean of Women, but must not be made without her consent.

2. If a student destroy, deface, or in any way damage college property, or aid and abet others in so doing, such student shall within twenty-four hours, report the fact to the Bursar. Students will be charged pro rata for all damages not individually accounted for. This pro rata is to be taken from the contingent deposit.

3. No clubs or societies shall be formed unless the Faculty, on application made, approve the design of such association, the rule by which it is proposed to be governed, and the hours of meeting.

In the observance of these rules and in all matters not specially mentioned, the deportment of a lady and gentleman is the standard to which every one is expected to conform. The student's sense of honor is the main reliance, and the student's word in matters touching the student's conduct may be called for at the discretion of the Dean or President. In matriculating students, the College reserves the right to require the immediate withdrawal of any student who is found to be undesirable.

### RELIGIOUS LIFE

A religious atmosphere pervades the College, and the spiritual welfare of the students is one of the primary considerations. It is the purpose of the College to maintain high ideals of Christian life and devotion, so that students may be surrounded with conditions favorable to the development of spiritual life and service. This purpose pervades every department of instruction and activity. An effort is made to develop a deeper spiritual life, to create a desire for service, and to train for active Christian work.

To this end the various organizations are given a prominent place in the College activities. Under the auspices of the B. Y. P. U. and Y. W. A., study courses are held each year. In addition to these, there is a Life Service Band made up of students who are especially interested in Home and Foreign Mission work.

Morning and Evening Watch are held throughout the year. The B. S. U. Council has general oversight of the College religious life.

Pastors of the West Chowan Association make monthly visits to the College and conduct chapel services. Students are required to attend church services and Sunday school.

### **SOCIAL LIFE**

Very pleasant social life exists among the students. The faculty regards this of the utmost importance, and makes ample provision and regulation for it.

The two literary societies give an annual reception to the student body and faculty. The B. Y. P. U.'s and the Y. W. A. give frequent socials to their members.

The literary clubs of the different departments of the College hold frequent and enjoyable gatherings.

The Athletic Association provides out-of-door sports.

### **MEDALS**

The following medals are awarded annually:

The Annie S. Bailey Medal—for the best essay, the subject being selected by the head of the English department; given by Hon. J. W. Bailey, Raleigh, N. C.

### **LIBRARY**

The library and reading room occupy the entire second floor of the East Building. The room is well lighted with windows on three sides. Half the space is occupied by the library and the other half by the reading room.

The library contains nine thousand volumes completely catalogued according to the Dewey Decimal System of classification, and is supplied with card indexes of authors and titles, and more than twelve thousand cross reference cards. New card catalogue cabinets of white quartered oak have recently been added.

The library is well equipped with encyclopedias, bound volumes of magazines covering a period of several decades. It also subscribes to the leading magazines of literary, scientific, musical, and artistic value, and to daily and weekly newspapers.

The library is open every day except Sunday from 8:10 in the morning until 9:30 in the evening.

### **THE BAPTIST STUDENT UNION**

This organization unifies and correlates the work of all the unit organizations of Baptist students under the leadership of the executive body—the Baptist Student Union Council. This Council brings together the leaders of the different phases of religious life on the campus in order to plan and direct and stimulate the



various activities. Through unification and correlation such as this organization affords, the life of each unit organization is intensified, benefited. The aim of the B. S. U. is to interest the students on the campus in striving to live up to the ideals set by Christ. The unit organizations of the College community under the leadership of the B. S. U. Council are the means to the accomplishment of that aim. The B. S. U. links the campus definitely with the organizations of the church. The organizations included in the B. S. U. of Chowan are: B. Y. P. U., Y. W. A., Sunday School, Volunteer and Life Service Bands.

### **YOUNG WOMEN'S AUXILIARY**

The purpose of this organization is to develop a symmetrical Christian young womanhood; to bind together the young women of the College for world-wide service for Christ. This is accomplished through the monthly meetings, Mission Study Classes, and Evening Watch.

### **TRAINING UNION**

The Perry Morgan, Eunice McDowell, and Edwards B. Y. P. U.'s aim at two definite and distinct phases of activity: (1) to train more efficient workers for Christ; (2) to develop the highest type of character in our young people.

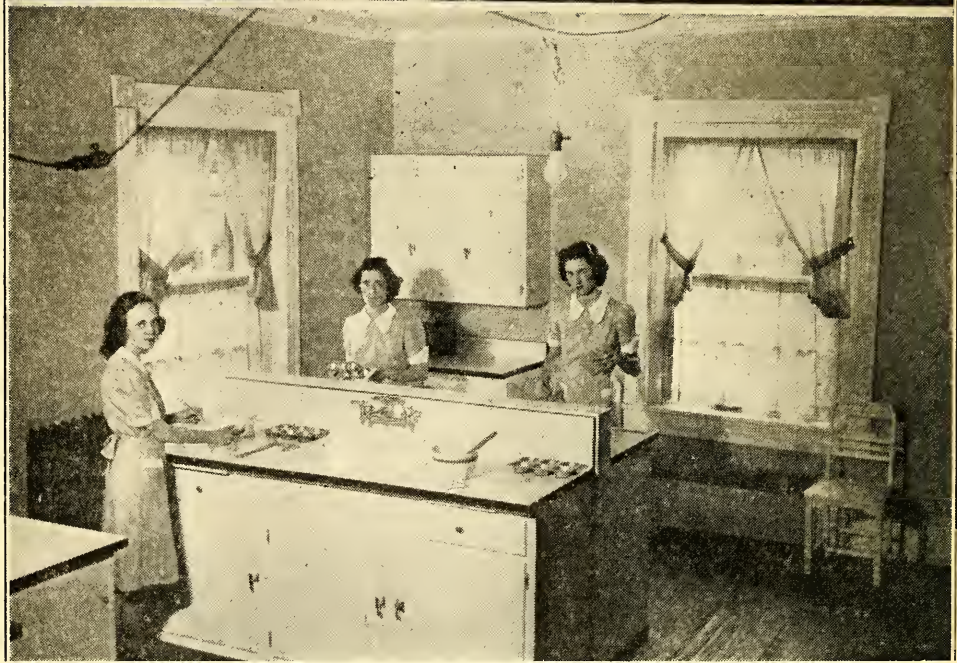
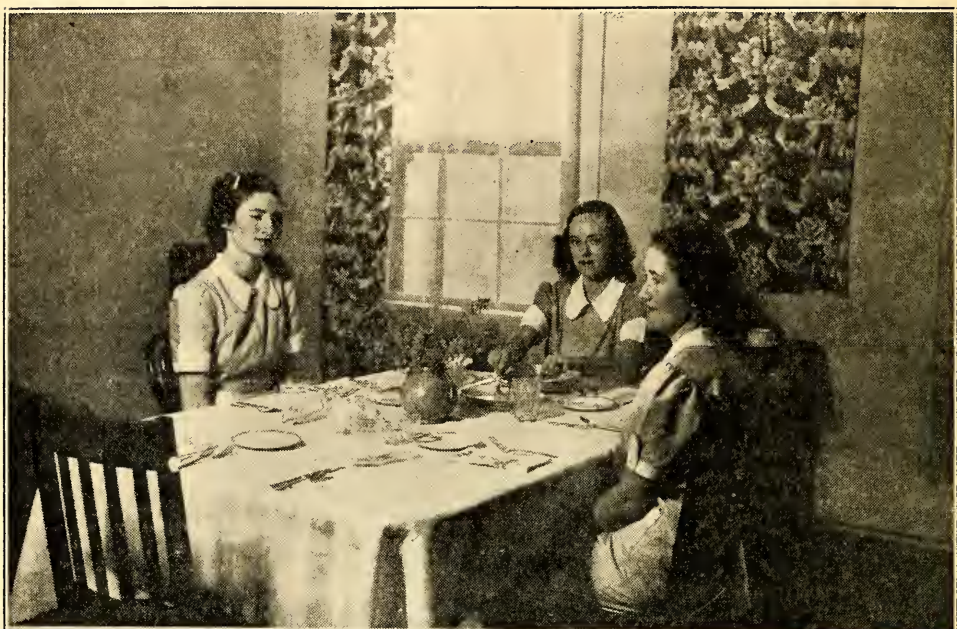
Study courses are held each year, so the motto, "We study that we may serve," is practiced. The clarion call is, "Expect great things from God; undertake great things for Him."

### **STUDENT VOLUNTEER AND LIFE-SERVICE BANDS**

The Student Volunteer Band is made up of those students who have declared their purpose of becoming foreign missionaries. This band is not recognized as a campus activity, but its aim is to promote among its members fellowship, prayer and mutual strengthening of purpose. Working hand in hand with the Volunteer group is the Life-Service Band, which is composed of students called to do definite service in the home land. Morning Watch is held under the auspices of these bands.

### **ATHLETIC ASSOCIATION**

The Athletic Association is an organization composed of all the students of the College. The purpose of the organization is to promote intelligent interest in the different sports, including soccer, basketball, baseball, tennis and hiking; to develop physical and mental vigor, and to encourage a spirit of fellowship and good sportsmanship among the students.



*Top—Club Room of Home Economics Department  
Bottom—Section of Foods Laboratory*

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### LITERARY SOCIETIES

The two girls' literary societies, the Alathenian and the Lucalian, have as their ultimate aim the development of the individual in public speaking. The programs consist of criticisms of authors, reviews of operas, studies of famous artists, and debates.

The boys' literary society, the Pierian, has as its object the development of young men in oratory and debate and has equal standing in Society Day with the girls.

An inter-society debate is held each year. To this end, the Thursday nearest the 22nd of February has been designated as Society Day, to be observed as a holiday. The three societies will plan all programs, and the debate will be held in the evening as the main feature of the day. The societies meet on the second and fourth Thursdays in each month.

### CLUBS

The Classical Club is designed to acquaint the students in the French Department as intimately as possible with the cultural value of French and with the customs and life of the French people.

The Home Economics Club is designed to aid the student in a broader grasp of home beautification and growth of individual responsibility and to minister to the student's social, school, civic, and community life. This club is affiliated with both the National and State Home Economics Associations.

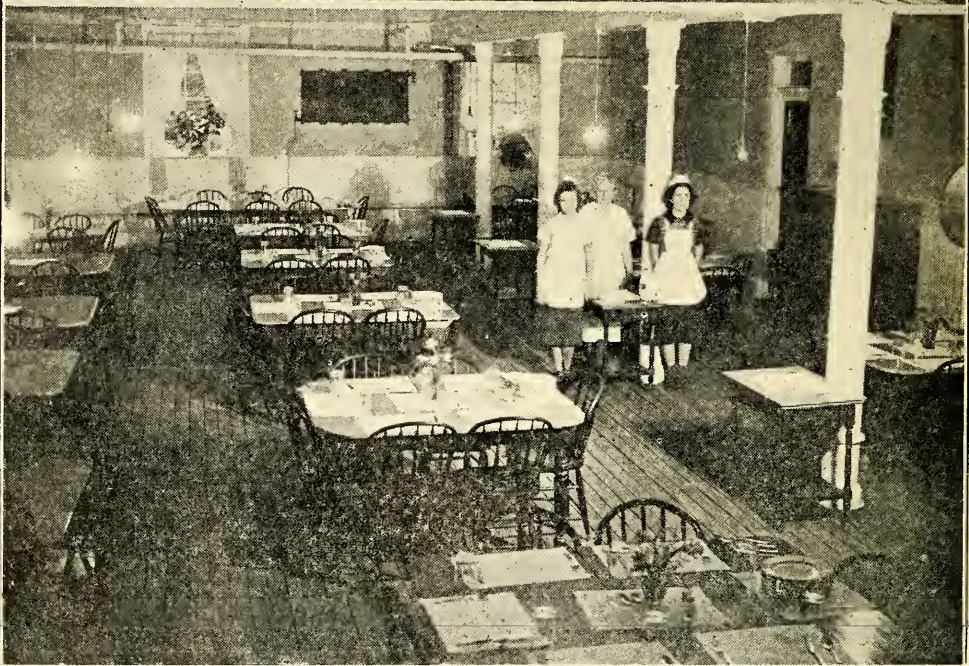
### BUREAU OF APPOINTMENTS

The College maintains an organization which assists its students and graduates in obtaining desirable employment in various fields. The bureau offers its service to former students free of charge and undertakes to cooperate with them in every possible way. For further information communicate with the Chairman of the Appointment Bureau.

### ALUMNAE ASSOCIATION

The Alumnae Association was organized in 1911 with the ideal of striving to advance the cause of Christian education. This association forms a strong and vital link between the College and its graduates and non-graduates. It is one of the most active and enthusiastic organizations connected with the institution. "Home-Coming Day" with its annual meeting is a feature of Commencement.

The first active work of the association was the organization of Chowan Clubs in the various communities of the West Chowan Association. Through the efforts of these clubs, money is raised to help beautify the College.



*Top—Reading Room of Library  
Bottom—Partial View of Dining Room*

### LOAN FUNDS

The Masonic Lodge has set apart a certain amount of its funds to be distributed among different colleges of the State. Chowan College shares in this distribution. Several students have been helped and are being helped by its fund.

The Scottish Rites Masons have set aside a loan fund of one hundred dollars to aid a worthy student in Chowan College. This fund is to be designated The Masonic Theater Educational Loan Fund of New Bern.

### SCHOLARSHIPS

The W. M. U.'s of Northampton, Hertford and Bertie offer three scholarships. The Pamlico Association offers one scholarship.

### SELF-HELP STUDENTS

Chowan College is doing, and has been doing since its founding, a great deal for students unable to finance wholly their own way. This is done through such positions as waiting on tables in dining room, acting as college postmistress, assisting the librarian, etc. In addition to the aforementioned, Chowan helps worthy students by scholarships. Applications for help should be made to the President as early as convenient, since the self-help positions are awarded according to the order of the applications received and according to the merits and needs of the cases.

Self-help positions should not be sought by students whose parents or guardians are able to bear their expenses.

Students who ask the College for assistance are requested to help themselves as much as possible by making application for and reserving the less expensive rooms. The College is always ready and willing to help those who help themselves.

Students awarded these self-help positions are expected to fill them to the satisfaction of the departments under which they work.

If such work is not done satisfactorily, positions may be declared vacant and awarded to other students.

### FEES

#### Students Activity Fee

This fee is used to finance the various activities of the students, including Literary societies, Baptist Student Union, and all athletics. The fee will be divided as follows: Literary Societies, 20%; B. S. Union, 20%; Athletic Association, 60%.

This fund will not be turned over to the heads of the above named organizations but will be dispensed through the regular business channels of the College. All expenditures must be passed

on by the Bursar before made or else they will not be paid when presented.

### Contingent Deposit

A deposit made by each student and kept in the treasury of the College until the close of the school, at which time all damage done to school property by students is charged off and the balance left returned to each student.

### Medical Fee

This is paid by all College students in residence and is used to pay for medicine used by the students and also for the expense of calling a physician when the student needs him. In case of any prolonged illness, the student, of course, would be expected to take care of the cost for the doctor.

### Library Fee

All students pay this fee. It is used to pay subscriptions to the various newspapers and magazines which come to the Library.

### Music Department

No course in Music is listed in this catalogue as there was no Department of Music last year. It is expected that his department will be added this year, offering both piano and voice. Those students who are interested in this department will find all fees listed and can rest assured that this department, when added, will be as efficient as any other.

### Requirements for Admission

The subjects in which credit for admission may be offered and the maximum amount of credit acceptable in each subject are given in the following table:

	<i>Units</i>		<i>Units</i>
English .....	4	Botany .....	1
Latin .....	4	Zoology .....	1
Greek .....	2	General Biology .....	1
German .....	2	Physical Geography .....	1
French .....	2	General Science .....	1
Spanish .....	2	Economics .....	1
Mathematics .....	4	Agriculture .....	2
History and Civics.....	4	Mechanical Drawing .....	2
Physics .....	1	Woodwork, Forging, and	
Chemistry .....	1	Machine Work .....	2
Bible .....	2	Household Economics .....	2
Music .....	2	Commercial Subjects .....	3

Note:—In vocational subjects not more than a total of three units will be credited. Applicants entering college must have certificates of graduation, showing a minimum of fifteen units.

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## METHODS OF ADMISSION

1. By certificate.
2. Graduates of high schools affiliated with organized Accredited Agencies are admitted on certificate from the Superintendent's office. Blanks for high school records may be obtained upon application to the College Registrar.
3. By examination. All scholarship requirements may be met by examination at the opening of the session.
4. By special permission. A student 21 years of age and of high purpose may be approved by the Dean and allowed to take college courses without certificate or examination. Such students will be classified as "irregular," but credits not certified to other institutions.

### Registration

An applicant for admission by certificate should file certificate signed by an authorized official from the school from which he comes at least ten days before the opening of the session. Entrance will not be granted without credentials from the school previously attended.

Electives should be chosen after consultation with the Dean to meet the requirements of higher institutions one might attend and with a view to a chosen vocation. No college student will be allowed to take more than 18 hours, nor fewer than 15 hours, without special permission of the Dean.

### Withdrawals

Students leaving College after the first 10 days of College life, will not be refunded any money that may have been deposited, unless such withdrawal is sanctioned by College authorities.

### Change of Course

A course may be added within two weeks or a course may be dropped within two weeks after registration by obtaining proper card from the Registrar's office and securing thereon the signature of the instructor concerned and the signature of the President.

No credit will be allowed on any course for which the student has not duly registered. The grade of the student who quits a course without permission of the President, the Instructor, and the Registrar is recorded officially as "failure." Official withdrawal is indicated by "withdrawal."

### Honor Roll

At the close of each semester the grades of all students are tabulated. Regular students making a grade of 90 or above on

all credit courses are entitled to a place on the first honor roll. Regular students making a grade of 85 or above on all credit courses and not included in the first honor roll are entitled to a place on the second honor roll.

Those students making the first honor roll may be accorded certain special privileges.

### **Class Attendance**

Tardiness from class and unexcused absences will be penalized as follows:

1. Three unexcused tardiness will merit one point deduction from monthly grade.

2. The student will be granted the privilege of one absence per month from any three-hour or more course, such absences to be accumulated against sickness or emergencies. No absences for sickness or emergency may be excused except by written application to the faculty and favorable action by the faculty. Each unexcused absence will merit the deduction of 5 points from the monthly grade.

### **Examinations**

Written examinations are held in all courses at the end of each semester. Examination records combined with records made in class recitations constitute the student's final grade.

No deviation from the examination schedule is permitted except by special order of the faculty.

A fee of \$1.00 is charged for all special examinations except such as is necessitated by sickness or other unavoidable circumstances. This fee must be paid in advance and a receipt from the Bursar must be presented before examination is taken.

### **Reports**

Reports are sent monthly to both parent and students. The monthly report represents the average grade of the student made by quiz and recitations. The report at the end of the semester is the only one that is recorded in the College files. These reports are to keep both student and parents informed as to the progress and standing of the student in his work toward graduation.

### **Athletic Teams**

No student will be allowed to represent the school on any team whose deportment and scholastic record fails to meet the approval of the faculty. Profanity and rowdiness on the athletic field are not tolerated.

### **Deficiencies**

All incomplete grades of the first semester must be removed during the next semester; otherwise the incomplete becomes failure and the course must be repeated for credit.



**Transcripts**

Every student is entitled to one official transcript of this work provided all accounts with the College are satisfactorily arranged. Those requesting additional transcripts should enclose \$1.00 for this service.

**Diplomas**

Diplomas are awarded to those who satisfactorily complete the full course outlined in the catalogue. It is the aim that a diploma shall represent good moral character as well as true scholarship. Degrees are, of course, not conferred, but Junior College graduates receive the title, "Associate in Arts."

At least one year of resident study will be required for graduation.

## CHARGES FOR THE YEAR

1.	Library Tuition .....	\$ 95.00
	Board in College Dining Hall.....	120.00
	Medical Fee and Physician's Attendance.....	7.00
	Library Fee .....	1.00
	Contingent Deposit Fee.....	3.00
	Students Activity Fee.....	5.00
	Total .....	\$231.00
	Room Rental for Best Rooms, per Occupant.....	50.00
	Total for the Year.....	\$281.00
	Total for first six items.....	\$231.00
	Room Rental for Secondary Rooms, per Occupant.....	45.00
	Total for the Year.....	\$276.00
	<b>Non-Resident Students</b>	
2.	Literary Tuition .....	\$ 95.00
	Library Fee .....	1.00
	Contingent Deposit Fee.....	3.00
	Students Activity Fee.....	5.00
	Total for the Year.....	\$104.00
	<b>Special Courses and Fees</b>	
3.	Individual Literary Subjects.....	\$ 20.00
	Laboratory Fee (Biology or Chemistry).....	10.00
	Laboratory Fee (Home Economics).....	
	Foods .....	12.00
	Clothing .....	5.00
	Piano .....	65.00
	Voice .....	65.00
	Violin .....	50.00
	Expression .....	50.00
	Music History, Theory, Pedagogy, Analysis, Harmony, Counterpoint, Appreciation, each .....	15.00
	Graduation Fee (Diploma, Cap and Gown Rental).....	10.00
	Late Registration Fee.....	2.00
	Fee for changing course.....	2.00

### Payments

All fees are to be paid upon registration in the fall. All of the expenses may be paid in monthly or in quarterly installments at the beginning of each month or each quarter.

### What to Bring

Each dormitory student should bring for her own use the following articles: 2 pairs of sheets, 1 pair of blankets, 2 counterpanes, 1 pillow, 2 pillow cases, 6 towels, dresser and table scarf, a glass, a spoon, and a 60-watt light bulb.

## REQUIREMENTS FOR GRADUATION

In order to receive a diploma upon satisfactory completion of two years of work a student must have obtained 60 semester hours of credit in college work as prescribed in his course.

Because of the requirements for graduation from four-year colleges, no student will be certified to higher institutions whose grades have not merited 60 or more quality or honor points. A grade of C is equivalent to one quality point, B, two, and A, three.

### COURSES OF STUDY LEADING TO DEGREES

#### Course Leading to B. A. Degree

Requirements for admission: English, 4 units; History, 2 units; Foreign Language, 2 units; Algebra, 1½ units; Geometry, 1 unit; Electives, 4½ units.

<i>First Year</i>		<i>Second Year</i>	
English 1-2 .....	6	English 3-4 .....	6
History 1-2 .....	6	Language 5-6 <i>extra</i> .....	6
Mathematics 1-2 .....	6	Science, Biology	
Language 3-4 .....	6	or Chemistry .....	8
Bible 1-2 .....	6	Electives .....	12
Physical Education .....	2	Physical Education .....	2
	32		34

Electives in the second year are to be chosen in the field in which the student expects to major. If a science major is selected, it is advisable to take a science in the first year in place of history which will then be elected as a second year subject.

#### Course Leading to B. A. to Be Taken At Woman's College of University of North Carolina

Requirements for admission: English, 4 units; Algebra, 1½ units; Geometry, 1 unit; Foreign Language, 2 units; History, 2 units; Electives, 4½ units.

<i>First Year</i>		<i>Second Year</i>	
English 1-2 .....	6	English 3-4 .....	6
Language 3-4 .....	6	Language 5-6 .....	6
History 1-2 .....	6	Science, Biology	
Mathematics 1-2 .....	6	or Chemistry .....	8
Bible 1-2 .....	6	History 3-4 .....	6
Physical Education .....	2	Electives .....	6
	32	Physical Education .....	2
			34

Because of Language requirements in other institutions, students must continue in the Language offered for entrance through 5-6.



*Top—Tennis Court  
Bottom—College Glee Club*

**Pre-Law Course**

Requirements for admission: As for the B. A. Course.

<i>First Year</i>		<i>Second Year</i>	
English 1-2 .....	6	English 3-4 .....	6
History 1-2 .....	6	History 3-4 .....	6
Language 3-4 .....	6	Sociology 3-4 or Gov't 1-2.....	6
Mathematics 1-2 .....	6	Language 5-6 .....	6
Bible 1-2 .....	6	Science, Biology	
Physical Education .....	2	or Chemistry 1-2 .....	8
		Physical Education .....	2
	32		34

**Course Leading to B. S. Degree**

(Not for Secretarial Science Course)

(WCUNC) Requirements for admission: English, 4 units; Algebra; 1½ units; Geometry, 1 unit; Language, 2 units; History, 2 units; Science, 1 unit; Electives, 3½ units.

<i>First Year</i>		<i>Second Year</i>	
English 1-2 .....	6	Language 3-4 .....	6
History 1-2 .....	6	Sociology 3-4 .....	6
Chemistry 1-2 .....	8	Bible 1-2 .....	6
Language 3-4 .....	6	Biology 1-2 .....	8
Mathematics 1-2 .....	6	Language 5-6 .....	6
Physical Education .....	2	Physical Education .....	2
	34		34

\*Bible in place of Government.

**Course for B. S. in Home Economics**

Requirements for admission: As for B. S. general.

<i>First Year</i>		<i>Second Year</i>	
English 1-2 .....	6	English 3-4 .....	6
Home Economics 1-2 .....	6	History 1-2 .....	6
Language 1-2 .....	6	Language 5-6 .....	6
Chemistry 1-2 .....	8	Biology 1-2 .....	8
Bible 1-2 .....	6	Home Economics 3-4 .....	6
Physical Education .....	2	Physical Education .....	2
	34		34

*Handwritten notes:*  
 English 1-2 ..... 6 English 3-4 ..... 6  
 Home Economics 1-2 ..... 6 History 1-2 ..... 6  
 Language 1-2 ..... 6 Language 5-6 ..... 6  
 Chemistry 1-2 ..... 8 Biology 1-2 ..... 8  
 Bible 1-2 ..... 6 Home Economics 3-4 ..... 6  
 Physical Education ..... 2 Physical Education ..... 2

## COURSES OF INSTRUCTION

### BIBLE

1. **OLD TESTAMENT.** This course is designed to give a careful study of Old Testament characters. It is outlined for a study of the Prophets and the Psalms; studying the events in the order in which they occur. The habits and customs of the Hebrew People in relation to the times and the people of that age. Parallel reading and the prescribed Course make up the work of the first semester. *Credit, three semester hours.*

2. **NEW TESTAMENT.** The study of the New Testament is made; placing special emphasis on the Life of Christ. The sayings and parables of Jesus are studied in relation to present conditions and world relations. It is designed to study the spread of Christianity and its growth as recorded by the Acts and Epistles. Special emphasis will be made to make the course Christ centered in practical Religion. The prescribed Course with such parallel reading as is deemed necessary will complete the second semester. *Credit, three semester hours.*

3. **PRACTICAL ECONOMICS OF THE BIBLE.** This course is a study of the Bible from the standpoint of business Ethics, and a careful study of God's ownership and man's trusteeship. All students in the Business Department will be required to take this course. *Credit, two semester hours.*

4. **SELECTED COURSE.** This course is selected for Ministerial students and those specializing in Religious work. It is to deal with the practical problems of the ministry and the general work of the churches. It is deemed wise that this course shall have a minimum of eighteen hours in lectures. *Credit, one semester hour.*

5. **TRAINING FOR SERVICE.** A minimum of one hour will be required for all students in this course. It is designed for the study of the various courses offered in the life of the churches. Its purpose is to stimulate religious activity among the students. *No credit will be given.*

### ENGLISH

Freshman courses English 1 and 2, and sophomore courses 3 and 4 are required of all candidates for the degrees of Bachelor of Arts and Bachelor of Science.

1-2. **COMPOSITION.** A practical approach to the problems of effective speech and writing, intended to discover and correct fundamental difficulties; miscellaneous corrective exercises, usage of rules, illustrations, reports, and readings. Intensive study of the sentences, paragraphs, and rhetorical units. *Credit, six semester hours.*

3-4. **THE DEVELOPMENT OF ENGLISH LITERATURE.** The history of English literature from the beginning to the twentieth century, with special attention to social and historical backgrounds. Study of important significant literature productions chronologically considered. The making of outlines which gives training in collecting, organizing, and writing of material. Recommended for those who

expect to complete a major or a minor in English. Required of sophomores. Prerequisite English 1 and 2. *Credit, six semester hours.*

### PHYSICAL EDUCATION

The purpose of the department of Physical Education is twofold. First, to provide exercise for general physical development and for participation in sports.

Second, to give training in theory and practice in Physical Education, suited for the needs of those who wish to become directors of recreational activities.

All candidates for degrees or for entrance into other schools are required to offer two semester hours credit or the equivalent in Physical Education for each year in residence.

### HOME ECONOMICS

The courses in Home Economics are planned to meet the Freshman and Sophomore requirements of standardized Senior Colleges.

Freshmen Home Economics are required to take Home Economics 1 and 2, Chemistry 1 and 2, English 1 and 2, Bible 1 and 2, and Language 3 and 4.

Home Economics majors are required to take Chemistry 1 and 2 parallel with Home Economics 1 and 2.

1. **ART STRUCTURE.** A basic course in the use of the elements and principles of organization common to all art expression. Through many problems in various media, creative ability as well as intelligent choice and judgment in the use of art will have opportunity for development. *Credit, three semester hours.*

2. **CLOTHING SELECTION AND CONSTRUCTION.** The factors that influence the individual in the selection, purchase, and construction of clothing as revealed by self-analysis; knowledge of clothing fabrics; the clothing budget; wardrobe buying procedures. *Credit, three semester hours.*

Sophomores in Home Economics are required to take Home Economics 3 and 4, Biology 1 and 2, English 3 and 4, History 1 and 2, Language 5 and 6.

3. **FOOD SELECTION AND PREPARATION.** A study of foods designed to give the student a scientific understanding of the function of foods, a knowledge of the fundamental principles of cookery, and the ability to utilize such knowledge in the selection, preparation, and service of standard products. *Credit, three semester hours.*

4. **THE HOUSE AND ITS FURNISHINGS.** In this course a study is made of the planning and furnishing of houses. The laboratory work includes the practical problems of house planning in relation to family needs and income, the actual arrangement of furniture and furnishings, the construction of various furnishings and accessories, the remodeling and refurnishing of a college girls room, and special house and room remodeling. *Credit, three semester hours.*

### LATIN

1-2. **ELEMENTARY LATIN.** A course intended for students who have never studied Latin and for those who present only one

unit of Latin for entrance. Essentials of grammar, Caesar. Three times per week throughout the year. *Credit two units or six semester hours.*

3-4. INTERMEDIATE LATIN. Review of grammar, Cicero's *Orations* and Vergil's *Aeneid*. Prerequisite, Latin 1-2 or two units High School Latin. *Credit, six semester hours.*

5-6. A survey of Latin Literature with selected readings from Livy, Horace and Pliny. *Three hours each semester.*

Prerequisite, Latin: 1 and 2; 3 and 4, or equivalent. *Credit, six semester hours.*



*Home Economics Class*

### MATHEMATICS

A. PLANE GEOMETRY. This course is required of all students in the Liberal Arts Department who do not offer Plane Geometry for entrance credit. Five books of Plane Geometry. Many original



exercises. First semester, five hours per week. *No college credit.*

1. COLLEGE ALGEBRA. A review of elementary algebra followed by college algebra, including the following topics, variation, progressions, determinants, complex numbers, mathematical induction, binomial theorem, permutations, combinations, probabilities, logarithms, series, partial fractions, and a brief introduction to the Theory of Equations. Offered in the first semester. *Credit, three semester hours.*

2. TRIGONOMETRY. A study of trigonometric formulas and logarithms. Solution of right and oblique triangles both with and without logarithms. Practical exercises. Second semester. *Credit, three semester hours.*

3-4. PLANE AND SPHERICAL ANALYTICAL GEOMETRY; Fundamentals of Analytical Geometry. A study of the straight line and conic curves; problems in loci; systems of co-ordination; higher plane curves; figures in space. Three hours each semester. Prerequisite, Mathematics, 1 and 2. *Credit, six semester hours.*

## MODERN LANGUAGES

### French

1-2. ELEMENTARY FRENCH. Essentials of grammar, irregular verbs, phonetics, dictation, conversation when possible. 300-500 pages in reading of graduated texts. Offered to those with no previous work in french. 3 times per week throughout the year. *Credit, two units or six semester hours.*

3-4. INTERMEDIATE FRENCH. Prerequisite, French 1 and 2 or two units H. S. French. Review of grammar once a week. Oral and written compositions, dictation, and reading of selected texts. *Credit, six semester hours.*

5-6. ADVANCED FRENCH. Advanced review of grammar and reading from Nineteenth Century authors. Three times per week, throughout the year. Prerequisite, French 1 and 2 and 3 and 4 or equivalent. *Credit, six semester hours.*

### Spanish

3-4. INTERMEDIATE SPANISH. Prerequisite, Spanish 1 and 2. Brief but comprehensive review of grammar. Oral and written composition work. Reading of selected texts. Three hours each semester. *Credit, six semester hours.* Not offered after 1941.

5-6. ADVANCED SPANISH. Advanced review of grammar, reading from Nineteenth Century authors, oral and written composition, parallel reading. Prerequisite, Spanish 1-2 and 3-4 or equivalent. *Credit, six semester hours.*

## SCIENCE

### Biology

1-2. GENERAL BIOLOGY. An introductory course to the study of plant and animal structure, their interrelations, physiology, economic importance and classifications. The intention of the course is to give both a cultural and scientific background sufficient for further study in this field. Laboratory work consists chiefly in the study of representatives of the Phyla in the animal kingdom, plant structure and physiology is also studied. Three lectures and four hours laboratory throughout the year. *Credit, eight semester hours.*

3. **INVERTEBRATE ZOOLOGY.** A more intensive study of the animal kingdom from the Protozoa to the Chordata. Representatives of the Classes not studied in Biology 1 and 2, as well as those of uncertain classification are studied by lecture, recitation, and laboratory. Three lectures and four hours laboratory in one semester. Offered in 1938-39. Thereafter on demand. Prerequisite, Biology 1 and 2. *Credit, four semester hours.*

4. **VERTEBRATE ZOOLOGY.** A comparative study of the morphology and anatomy of the Vertebrates. Lectures and recitations deal with the development and modification of the organ systems of Vertebrates. Intensive laboratory study of the Shark, Necturus, and Cat with other introduced material as may seem advisable. Three lectures and four hours laboratory in one semester. Offered in 1938-39. Thereafter on demand. Prerequisite, Biology 1 and 2. *Credit, four semester hours.*

## **CHEMISTRY**

1-2. **GENERAL INORGANIC CHEMISTRY.** An introduction to College Chemistry based on fundamental principles and laws. The elements, their reactions, compounds, commercial importance, and everyday chemical applications are stressed. Laboratory leading to a more thorough understanding of basic principles and the elements and their compounds in the first semester. The second semester laboratory study deals with those properties and solubilities of compounds of elements as they may be brought out in a qualitative separation of the common elements and acid radicals. Three recitations and four hours laboratory throughout the year. *Credit, eight semester hours.*

## **SOCIAL SCIENCE**

### **History**

1-2. **EUROPEAN HISTORY.** First semester: a study of the Renaissance; the social, religious, and political aspects of the Reformation; the Triumph of Absolutism in France; the Parliamentary Development of England, the Rise of Prussia, Austria, and Russia; the French Revolution; the Napoleonic Empire.

Parallel Reading, map work, and weekly reports are required.

Second semester: a study of the Growth of Nationalism and Democracy in the Nineteenth and Twentieth Centuries; the Industrial Revolution; Imperialism and the World War; Internationalism and Conditions after the War; the Rise of Dictatorship.

Parallel reading, map work, and weekly reports are required. *Credit, six semester hours.*

3-4. **AMERICAN HISTORY.** First Semester: a summary of the Social, Economic, and Political Development of the Colonies until 1775; the formation of the Union; the Democratic Revolution of 1800; Westward Expansion and Growth of Sectionalism.

Parallel reading, map work, and weekly reports are required.

Second Semester: The Sectional Controversy; the Civil War, the Reconstruction Era; Recent Social, Economic, and Political Developments to 1934.

Parallel reading, map work, and weekly reports are required. Prerequisite, History 1 and 2. *Credit, six semester hours.*

**GOVERNMENT (Not Open to Freshmen)**

1-2. **GOVERNMENT.** First Semester: the National Government of the United States. A course in the problems of American Citizenship with a study of the actual working of the American Government. Parallel reading and weekly reports are required.

Second Semester: a continuation of the first semester supplemented by discussion of current topics. Parallel reading and weekly reports are required. *Credit, six semester hours.*

**SOCIOLOGY (Not Open to Freshmen)**

3-4. **INTRODUCTION TO SOCIOLOGY.** First semester: this course gives an introduction to the principles of Sociology, an elementary analysis of the structure and function of Society; the social institutions, their control and adjustment of social problems. Special attention and reference are given to the social condition of the under-privileged child of North Carolina. Parallel reading and weekly reports and semester paper are required.

Second semester: a continuation of the first semester, dealing with the individual's equipment for social behavior; community and social organization; social interaction; social change in connection with modern social problems.

Parallel reading, weekly report and semester paper are required. *Credit, six semester hours.*

**CURRICULA REQUIREMENTS**

1. For candidates preparing to teach in the primary grades and expecting to enter State Teacher's College.

Credit is given by East Carolina Teacher's College to students transferring after having completed the following prescribed course, and courses for other Teacher's Colleges may be arranged.

Requirements for admission are as for B. A. course.

<i>1st Year</i>	<i>2nd Year</i>
English 1-2	English T3-4
History 3-4	Government T1
Biology 1-2	Economics T1
Geography T1	Art T1-2
Arithmetic T1	History T1-2
Hygiene	Sociology 3-4
Physical Education	Hygiene
	Arithmetic T2

**GEOGRAPHY T1**

Study of major principles of general geography and survey of climatic regions and their flora and fauna. Emphasis on latter part of course on adjustment of man to land forms, water bodies, climate, soils, and minerals. *Credit, four semester hours.*

**ARITHMETIC T1**

Reading and writing of numbers, fundamental processes, aliquot parts, bills and accounts, rates and proportion and denominate numbers, formulas, graphs, scale drawings and problem solv-

ing. Last half study of percentage and its applications. *Credit, four semester hours.*

#### ARITHMETIC T2

Study of important phases of Mathematics frequently used in everyday life. Includes, formulas, graphs, time rates, mathematical forms and designs, intuitive development of mathematical principles, common logarithms, slide rule, trigonometry of right triangle, variation, and functions. *Credit, two semester hours.*

#### GOVERNMENT T1

Introductory course to American Government. Principles upon which state and national government are based, and how American concept of democracy has been put in operation. *Two semester hours.*

#### ECONOMICS T1—Introduction to Economics

Introduction to problems of organization for production, forms of business unit, large scale production and combinations, organization in transportation and marketing, economic functions of government, forces determining price, supply, demand, cost of production, competition, and monopoly. *Two semester hours.*

#### HISTORY T1 and 2

Ancient Medieval and Modern History—From ancient times to 1914. *Credit, six semester hours.*

#### ART T1—Offered first semester.

Paper cut lettering, drawing grades 1-3, poster work grades 1-3, Special work, Hollowe'en, Thanksgiving, Christmas. *Credit two semester hours.*

#### ART T2—Offered second semester.

Spoonbill lettering for the teacher, freehand paper cutting, freehand drawing, work for special seasons, Washington's Birthday, Valentine, Easter, and May baskets. *Credit, two semester hours.*

#### ENG. T1—Children's Literature—(First Semester)

Content course, study of types of most interest to children of lower grades, but covering field, careful study of selection representative of each type and wide reading. *Credit, two semester hours.*

#### ENGLISH T2—American Literature

Survey of American Literature from beginning to 1900. Collateral reading required. *Four semester hours.*

### HYGIENE

1. Personal Hygiene: Fall term; *Credit, two semester hours.*
2. School and Community: Spring term. *Credit, two semester hours.*

These courses consist of lectures and demonstrations, sanitary surveys and trips to watch plants, dairies, and school. Special

emphasis is placed upon preventable and communicable diseases, the method of their prevention and control, venereal diseases, personal hygiene, prenatal infant and maternal care, school hygiene, community and public health organizations and their administration.

Weekly readings, note books, and term papers are required.

## COMMERCIAL DEPARTMENT

Shorthand, Bookkeeping, Secretarial, and Executive Secretarial Courses are offered. These courses meet the demand of the business world, and the needs of the young people who intend to enter commercial fields after graduation. Supervised study in all subjects is given in addition to the regular class periods.

Certificates are given for satisfactory completion of any of the following courses:

### SHORTHAND (9 Months)

**COURSE I:** This course is offered for students who wish to become stenographers and do not care to take a two year business course. The Gregg system is taught. Speed and accuracy are emphasized. The 100 word test is used to measure the student's ability. It is a strong up-to-date course which meets the demands of a modern office.

Secretarial Science 1-2—Theory of Shorthand and Dictation.

Secretarial Science 5-6—Typewriting, Theory and Speed.

English 1-3—Composition. Business Correspondence.

Secretarial Science 9—Office Training. *or dict.*

Penmanship 1—Business Script.

Drills 1-2—Spelling.

### BOOKKEEPING (9 Months)

**COURSE II:** The following course is for those students who desire to take a practical course in bookkeeping. It meets the ever-growing demands of business. The work is thorough and those who complete the course are capable of holding a good bookkeeping position. The student has the advantage of learning how to operate office machines.

Accounting 1-2—Sole Proprietorship. Partnership.

Secretarial Science 5-6—Typewriting, Theory, and Speed.

Law 1—Commercial Law. *or Shorthand*

English 1-3—English Composition. Business Correspondence.

Mathematics 1—Business Arithmetic and Rapid Calculations.

Machine Bookkeeping 1—Bookkeeping and Accounting.

Penmanship 1—Business Script.

Banking 1—Banking.

Drills 1-2—Spelling.

**SECRETARIAL (9 Months)**

**COURSE III:** This is a ranking college course for those who desire to prepare for a secretarial or a bookkeeping position. The training required here is exceptional, thorough and practical. No student should select this course unless he expects to do hard and constant work by which he may be qualified for a good secretarial or bookkeeping position. We especially recommend this course to all students desiring the Secretarial Course.

*(First Semester)*

Secretarial Science 1—Theory of Shorthand.....	3	Sem. Hrs.
Secretarial Science 5—Typewriting, Theory and Speed	3	" "
Accounting 1—Sole Proprietorship.....	3	" "
English 1—Composition .....	3	" "
Mathematics 1—Business Arithmetic and Rapid Calculations .....	3	" "
Penmanship 1—Business Script.....	2	" "
Drills 1—Spelling .....	0	" "
	<hr/>	
	17	" "

*(Second Semester)*

Secretarial Science 2—Shorthand Dictation.....	3	Sem. Hrs.
Secretarial Science 6—Typing, Theory, Speed.....	3	" "
Accounting 2—Partnership .....	3	" "
English 3—Business Correspondence.....	3	" "
Law 1—Commercial Law.....	3	" "
Secretarial Science 9—Office Training.....	2	" "
Drills 2—Spelling .....	0	" "
	<hr/>	
	17	" "

**EXECUTIVE SECRETARIAL COURSE (2 Years)**

**COURSE IV:** This course is for those who want to prepare not only for secretarial work for individuals and firms, but also for those who aspire to become executive secretaries in business offices or business managers of institutions and large organizations. Any high type, conscientious student who has completed these two years of work should have no trouble in receiving placement at a good salary.

**First Year***(First Semester)*

Secretarial Science 1—Theory of Shorthand.....	3	Sem. Hrs.
Secretarial Science 5—Typewriting, Theory and speed	3	" "
Accounting 1—Sole Proprietorship .....	3	" "
English 1—Composition .....	3	" "
Mathematics 1—Business Arithmetic and Rapid Calculations .....	3	" "
Penmanship 1—Business Script.....	2	" "
Drills 1—Spelling .....	0	" "
	<hr/>	
	17	" "

(Second Semester)

Secretarial Science 2—Shorthand Dictation.....	3	Sem. Hrs.
Secretarial Science 6—Typing, Theory, Speed.....	3	" "
Accounting 2—Partnership .....	3	" "
English 3—Business Correspondence.....	3	" "
Law 1—Commercial Law.....	3	" "
Secretarial Science 9—Office Training.....	2	" "
Drills 2—Spelling .....	0	" "
	17	" "

**Second Year**

(First Semester)

Secretarial Science 3—Shorthand Dictation and Transcription .....	3	Sem. Hrs.
Secretarial Science 7—Typing and Speed.....	3	" "
Accounting 3—Corporation .....	3	" "
English 4—Advertising, etc.....	3	" "
Law 2—Cases on Business Law.....	3	" "
Business Administration 1—Credits and collections.....	2	" "
	17	" "

(Second Semester)

Secretarial Science 4—Shorthand Dictation and Transcription .....	3	Sem. Hrs.
Secretarial Science 8—Typing and Speed.....	3	" "
Accounting 4—Modern Accounting .....	3	" "
English 2—Composition .....	3	" "
Bible 3—Economics of the Bible.....	3	" "
Salesmanship 1—Methods, Policies and Psychology.....	2	" "
	17	" "

**SHORTHAND**

SECRETARIAL SCIENCE 1-2: The Functional Method of the Gregg System is used. The first semester is devoted to the Reading Approach. Rules are abolished and the beginning student is not allowed to write anything in shorthand until he has a clear mental picture of what he is to write.

The second semester's work deals with the Functional Method of Gregg Dictation. Rapid dictation is given. 100 words a minute is required of all students receiving credit for the course. *Credit six semester hours.*

SECRETARIAL SCIENCE 3-4: This course is devoted to dictation and transcription. The dictation matter is selected from material that was originally written by the best copy writers of the large advertising agencies for use in national advertising in magazines and for America's leading business concerns on radio programs. Every word and every sentence has been revised and polished until it carries its message in the best possible way.

During the second semester, emphasis is placed on "transcription." The problem is the achievement of a complex skill which consists of the ability to read shorthand notes; to supply spelling, punctuation, paragraphing, and many details of typographical "style" that go to make up the well-typed letter; and at the same time to operate the typewriter rapidly and accurately. The transcribing speed that is required is two-thirds to three-fourths of the pupil's typing speed. *Credit, six semester hours.*

### TYPEWRITING

SECRETARIAL SCIENCE 5-6: Special attention is given to accuracy, neatness, and speed. The first semester is devoted entirely to drills that familiarize the student with the keyboard and the latest methods of typing.

The second half of the year is devoted to writing letters, copying legal documents, and making rough draft copies. Special attention is paid here to the building up of speed. Seventy words a minute are required for speed by the end of the first year. *Credit, six semester hours.*

SECRETARIAL SCIENCE 7-8: The fall term deals with the proper presentation of various business and legal forms with special emphasis on the business letter. Speed and accuracy are emphasized.

During the second semester, constant practice is required. The pupil is never allowed to relax his efforts to acquire speed. Entire lessons are given over to copying excerpts from past and present literature. All the skills and qualities which wide experience has shown to be desirable in the successful typist are developed with cumulative effect by practice and precept throughout the course. *Credit, six semester hours.*

### BOOKKEEPING AND ACCOUNTING

ACCOUNTING 1-2: This bookkeeping and accounting course includes practice in applying principles involved in recording transactions, posting, proving cash, taking a trial balance, making a work sheet, a balance sheet, and closing a ledger. It also includes the handling of checks and check books, notes, drafts, invoices, receipts and other business papers. The Twentieth Century Bookkeeping double entry system is used.

During the second semester, special emphasis is placed on the investment of assets in the partnership and the assumption of liabilities by the partnership. The payment of salaries to the partners, the division of profit and loss at the close of the fiscal period, and the withdrawal of each partner of assets other than those withdrawn as compensation for services are included in the work. *Credit, six semester hours.*

ACCOUNTING 3-4: The purpose of this course is to teach the students how a number of persons may operate a business in the same manner as a sole proprietor or partners would operate it. Careful study is given to the sale and purchase of stock by the corporation, the transfer of stock by one stockholder to another, declaration of dividends by the board of directors, distribution of dividends, and the issuing of bonds for long time loans.



During the second semester much time is given to constructive accounting and Public Accounting. The student learns to classify, analyze and interpret the facts that are recorded and show the results as losses and gains, leakage, economics, and changes in value, in such a way as to reveal the progress or retrogression and the limitations and possibilities of the business. *Credit, six semester hours.*

### ENGLISH IN BUSINESS

ENGLISH 1-3: Composition. During the first semester, composition, rhetoric, the proper use of words, and the formation of sentences are studied.

During the Spring term, Business Correspondence is emphasized. Much effort is put forth to develop a high degree of proficiency in the use of the English language for business purposes. The student becomes familiar with business problems and learns to solve them by letter. The pupil is also given an understanding of people and a knowledge of how their favorable responses may be won. *Credit, six semester hours.*

ENGLISH 4-2: The Fall term is devoted to advertising and sales matter. The sales letter is stressed since the moving force back of business writing is selling. The student is taught to write business letters that develop reputation, carry special messages, make adjustments on goods sold, collect money owed on goods, and sell goods.

During the Spring term, miscellaneous corrective exercises, rules governing the use of sentences and paragraphs, and rhetorical expressions are studied intensively. *Credit, six semester hours.*

### BUSINESS ARITHMETIC

MATHEMATICS 1: The fundamental process of arithmetic and rapid calculation are stressed. Short cuts and special devices for rapidity and accuracy are taught. Other topics that are studied include Interest, Percentage, Application of Percentage to Loss and Gain, Bonds, Insurance, and Taxes. Many practical exercises and problems are presented each day. *Credit, three semester hours.*

### BUSINESS SCRIPT

PENMANSHIP 1: The object of this course is to teach rapid and easily executed business writing. It aims to be of use to those who are anxious to become good practical writers. The Palmer Method of Business Writing is the system used. *Credit, two semester hours.*

### SPELLING

DRILLS 1-2: The pupil is taught in this course spelling, and the correct punctuation and use of words. Many reviews are given. Many new words and their meanings have been added.

### COMMERCIAL LAW

LAW 1-2: The purpose of this course is to develop the "legal awareness" of the pupils, and to acquaint them with their rights. Because of the modern trend of making business courses valuable

to everyone in handling his own affairs, in completing transactions in business and in understanding his relation to society, emphasis is placed upon the problems of the individual, of business, and of society. New materials based upon important recent legislation as social security acts relating to unemployment compensation and old age pensions are included.

Four hundred and forty-seven cases on business law are studied during the second semester. These cases have been selected from every state and provide a variety of applications. Modern cases are used in order to emphasize modern applications, *Credit, six semester hours.*

### **OFFICE TRAINING**

**SECRETARIAL SCIENCE 9:** What one does in an office is taken up first in this course. The Alphabetical System of Filing is taught. Filing by subject, Geographic Filing, and Numeric Filing are included. *Credit, two semester hours.*

### **BUSINESS ADMINISTRATION**

**BUSINESS ADMINISTRATION 1:** Credits and collections. The nature of credit, the methods of extending credit, and the resulting problems of money collections are studied. The psychology of collection appeals are taught. The student is taught to write his collection letters as if they were sales letters. *Credit, two semester hours.*

### **ECONOMICS OF THE BIBLE**

**BIBLE 3:** A study of the economics of the Bible and its application to business principles. All students in the Commercial Department will be required to take this course. *Credit, two semester hours.*

### **SALESMANSHIP**

**SALESMANSHIP 1:** The new psychology of selling and advertising is presented. Sales talks by each pupil will be an important part of the work. The latest information in regard to the technique and the practices of modern advertising is included in the course. The writing of original ideas are stressed. *Credit, two semester hours.*

### **MACHINE BOOKKEEPING**

**MACHINE BOOKKEEPING 1:** The student is taught to use the machine which relieves him of mathematical calculations. This course is exceptionally practical as business machines are becoming more and more important in office procedure.

### **BANKING**

**BANKING 1:** The student studies the various procedures of banking as receiving deposits, paying them out again, selling banker's drafts for money on its correspondents, lending money at interest, selling "foreign exchange," and providing safety-deposit boxes for storage of valuable papers. The procedures in commercial banks, savings banks, and trust companies are studied.



*Top: Left—Society Debaters. Right—Society Reciters  
Bottom: Left—Society Presidents. Right—Society Marshalls*

## REGISTER OF STUDENTS

## SOPHOMORES

Blanchard, Ada Lillian.....	Woodland, N. C.
Britt, Rose Louise.....	Severn, N. C.
Callis, Loraine Doris.....	Cofield, N. C.
Cobb, Mary Bernice.....	Windsor, N. C.
Copeland, Rudolph.....	Murfreesboro, N. C.
✓ Forehand, John Martin.....	Murfreesboro, N. C.
○ Freeman, Joseph Ray, Jr.....	Gates, N. C.
✓ Futrell, Mildred Loder.....	Murfreesboro, N. C.
○ Futrell, Walter Page.....	Conway, N. C.
Horne, Margaret Rozelle.....	✓ % Joe Lee Horner Pendleton, N. C.
Jenkins, Eleanor Dare.....	Aulander, N. C.
Jones, Carter Wallace.....	Winton, N. C.
✓ Lassiter, Josie Elizabeth.....	✓ Hill, Mrs. Bob Potecasi, N. C.
Mann, Genevieve Elsie.....	Pendleton, N. C.
Massey, Eugie Maie.....	Newport News, Va.
Overton, Floyd Durham.....	Ahoskie, N. C.
Parker, Deward Mills.....	Como, N. C.
Payne, Kathryn Boyette.....	Murfreesboro, N. C.
Powell, Robert Charles.....	Gates, N. C.
Storey, Hazel Gwendolyn.....	Murfreesboro, N. C.
Snipes, Mary Louise.....	Woodland, N. C.
Talley, Joseph Addeson.....	Burdette, Va.
Taylor, Sibyl Christine.....	Seaboard, N. C.
Warrick, Edith Langston.....	Seaboard, N. C.
Whitley, Alice.....	Murfreesboro, N. C.

## FRESHMEN

Alston, Helen Mae.....	Windsor, N. C.
Bass, Annie Estelle.....	Nashville, N. C.
Benthall, Thomas Jesse, Jr.....	Murfreesboro, N. C.
Blanchard, Elizabeth.....	Hobbsville, N. C.
Boone, Norris Burgess, Jr.....	Pendleton, N. C.
Bridgers, Wilson.....	Conway, N. C.
Brothers, Elsie Virginia.....	Elizabeth City, N. C.
Carrol, John Charles.....	Gates, N. C.
Chappell, Earl B.....	Winton, N. C.
Charlton, Lillian Hortense.....	Aulander, N. C.
Chitty, Bettie Olivia.....	Murfreesboro, N. C.
Cox, Christine Lucille.....	Englehard, N. C.
Credle, Helen Eugene.....	Swan Quarter, N. C.
Davis, Helen Ruth.....	Winton, N. C.
○ Davis, Wilbert.....	Stantonsburg, N. C.

## REGISTER OF STUDENTS

## FRESHMEN—(Continued)

Deans, Benjamin F.....	Murfreesboro, N. C.
DeLoatche, Clorine.....	Severn, N. C.
Dilday, Nellie Rae.....	Ahoskie, N. C.
Dudley, Charles Winston.....	Murfreesboro, N. C.
Forbes, Robert Gibson.....	Ahoskie, N. C.
Forehand, Clara Virginia.....	Murfreesboro, N. C.
Forehand, Dorothy Ashley.....	Murfreesboro, N. C.
Futrell, Hortense Lucy.....	Pendleton, N. C.
Futrell, Jack William.....	Ahoskie, N. C.
Godard, S. L.....	Jamesville, N. C.
Gregory, Eugenia.....	Hertford, N. C.
Harden, Prudence Taylor.....	Murfreesboro, N. C.
Helms, Frances Eudora.....	Scotland Neck, N. C.
Ives, Eleanor.....	Elizabeth City, N. C.
Jolliff, Mae Ernestine.....	Portsmouth, Va.
Jones, Clarence Bailey.....	Pendleton, N. C.
Lawrence, Carl Capehart.....	Murfreesboro, N. C.
Leggett, Grace.....	Rocky Mount, N. C.
Long, Jenus Greene, Jr.....	Seaboard, N. C.
Long, Helen Virginia.....	Seaboard, N. C.
Martin, Bernice Leigh.....	Conway, N. C.
Martin, Doris King.....	Mt. Olive, N. C.
Matthews, Lillie Elizabeth.....	Murfreesboro, N. C.
Matthews, Edith Ellen.....	Nashville, N. C.
Matthews, James Crowder.....	Winton, N. C.
Matthews, John Linwood.....	Murfreesboro, N. C.
Mitchell, Ruth.....	Windsor, N. C.
Outland, Estelle Loyce.....	Newport News, Va.
Parker, William Carol.....	Winton, N. C.
Parker, Mary Daphyne.....	Murfreesboro, N. C.
Parker, Louise.....	Gates, N. C.
Parker, Madelyn.....	Como, N. C.
Parker, Robert Vaughan.....	Ahoskie, N. C.
Parker, Phillip Brown.....	Ahoskie, N. C.
Parker, William Julian.....	Murfreesboro, N. C.
Parramore, Douglas.....	Winton, N. C.
Phelps, Raleigh Eugene.....	Windsor, N. C.
Rawls, Carrie Elizabeth.....	Aulander, N. C.
Robertson, Florence Pauline.....	Colerain, N. C.
Rosser, Nancy Verser.....	Whitakers, N. C.
Riddick, Betsy Ann.....	Gates, N. C.
Slade, Margaret Swan.....	Aulander, N. C.
Smith, Doris Lee.....	Mt. Olive, N. C.





