

dup

The School of Business
and
Public Administration



UNIVERSITY OF MISSOURI BULLETIN

UNIVERSITY OF MISSOURI

The Divisions at Columbia

COLLEGE OF AGRICULTURE

COLLEGE OF ARTS AND SCIENCE

SCHOOL OF BUSINESS AND PUBLIC ADMINISTRATION

SCHOOL OF EDUCATION

COLLEGE OF ENGINEERING

THE GRADUATE SCHOOL

SCHOOL OF JOURNALISM

SCHOOL OF LAW

SCHOOL OF MEDICINE

The Division at Rolla

SCHOOL OF MINES AND METALLURGY

THE UNIVERSITY OF MISSOURI BULLETIN

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ANNOUNCEMENT OF THE

SCHOOL OF BUSINESS AND PUBLIC
ADMINISTRATION



ENTERED AS SECOND CLASS MATTER JANUARY 2, 1914, AT THE POSTOFFICE
AT COLUMBIA, MISSOURI, UNDER THE ACT OF AUGUST 24, 1912.
ISSUED THREE TIMES MONTHLY—1500

JANUARY 10, 1945



THE UNIVERSITY CALENDAR

(For all Divisions, except the School of Law, The School of Medicine, and The School of Mines and Metallurgy)

Summer Session

June 11 1945	Monday, Registration, 8-12 a. m., 1-5 p. m.
June 12	Tuesday, Classwork begins 8 a. m.
July 4	Wednesday, Independence Day, holiday
August 3	Friday, Eight Weeks term closes, 4 p. m.; Graduation Convocation 5 p. m.
August 31	Friday, Twelve Weeks term closes, 4 p. m.; Graduation Convocation 5 p. m.

First Semester

September 19	Wednesday, Convocation for Freshmen, transfer Sophomores, and War Veterans under Public Law 16, 8:30 a. m. (attendance required)* Placement Examinations, 10-12 a. m., 2-4 p. m. (attendance required)*
September 20	Thursday, Advisory program, (attendance required)*
September 21	Friday, Assignment to classes, 8-12 a. m., 1-5 p. m. (All Freshmen and Sophomores)
September 22	Saturday, Additional Placement Examinations and Aptitude Tests, (attendance required)*
September 22	Saturday, Registration for upperclassmen and graduate students, 8-12 a. m., 1-4 p. m.
September 24	Monday, Classwork begins, 8 a. m.
November 21	Wednesday, Thanksgiving recess, 4 p. m.
November 26	Monday, Classwork resumed, 8 a. m.
December 21	Friday, Christmas recess, 12 noon
January 2 1946	Wednesday, Classwork resumed, 8 a. m.
January 28	Monday, Examinations begin, 8 a. m.
February 1	Friday, First Semester closes, 4 p. m.

Second Semester

February 2	Saturday, Registration, 8-12 a. m., 1-5 p. m.
February 4	Monday, Classwork begins, 8 a. m.
April 18	Thursday, Spring recess, 4 p. m.
April 22	Monday, Classwork resumed, 8 a. m.
May 29	Wednesday, Examinations begin, 8 a. m.
June 2	Sunday, Baccalaureate address, 11 a. m.
June 3	Monday, Second Semester closes, 4 p. m.
June 6	Thursday, Commencement

Summer Session

June 10 1946	Monday, Registration, 8-12 a. m., 1-5 p. m.
June 11	Tuesday, Classwork begins, 8 a. m.
July 4	Thursday, Independence Day, holiday
August 2	Friday, Eight Weeks term closes, 4 p. m.; Graduation Convocation, 5 p. m.
August 30	Friday, Twelve Weeks term closes, 4 p. m.; Graduation Convocation, 5 p. m.

*Those not present will be unable to complete registration during the regular registration period and will be liable to the late registration fee.

OFFICERS OF ADMINISTRATION AND INSTRUCTION

- FREDERICK A. MIDDLEBUSH, President of the University, Professor of Political Science.
A.B., 1913, A.M., 1914, Ph.D., 1916, Michigan; LL.D., Knox, 1937; Hope, 1937; Washington University, 1944.
- HARRY GUNNISON BROWN, Acting Dean of the School of Business and Public Administration, Professor of Economics.
B.A., Williams, 1904; Ph.D., Yale, 1909; L.H.D., Williams, 1936.
- RUSSELL BAUDER, Professor of Economics (Industrial Relations) (On leave).
B.S., Knox, 1924; M.A., 1925, Ph.D., 1933, Wisconsin.
- ROYAL D. M. BAUER, Professor of Accounting.
B.S. in Bus. Admin., Missouri, 1923; C. P. A., State of Missouri, 1927; M.B.A., Northwestern, 1935.
- WILLIAM L. BRADSHAW, Professor of Political Science.
B.S. in Ed., 1917, A.M., 1924, Missouri; Ph.D., Iowa, 1930.
- CHARLES C. CENTER, Assistant Professor of Finance (On leave).
B.S., Knox, 1932; M.A., 1938, Ph.D., 1941, Wisconsin.
- R. E. CURTIS, Professor of Economics (On leave).
A.B., Nebraska Wesleyan, 1907; A.M., 1908, Ph.D., 1912, Wisconsin.
- MARTIN L. FAUST, Professor of Political Science (Public Administration).
A.B., 1919, A.M., 1920, Gettysburg; Ph.D., Chicago, 1924.
- HAROLD E. HARDY, Assistant Professor of Economics.
B.A., Pomona, 1925.
- HARRY PELLE HARTKEMEIER, Professor of Business Statistics.
B.S. in Econ., Louisville, 1927; M.A., Harvard, 1928; Ph.D., Chicago, 1930.
- J. G. HEINBERG, Professor of Political Science.
A.B., 1923, M.A., 1924, Washington; Ph.D., Brookings Graduate School of Economics and Government, 1927.
- CHESNEY HILL, Associate Professor of Political Science (International Relations) (On leave).
A.B., 1927, A.M., 1928, Missouri; M.A., 1929, Ph.D., 1932, Harvard.
- ROBERT C. MANHART, Assistant Professor of Business Management (Industrial Management) (On leave).
B.S. in B.A., 1937, M.B.A., 1939, Ohio State.
- DR SCOTT, Professor of Accounting and Statistics.
A.B., B.S. in Journ., Missouri, 1910; Ph.D., Harvard, 1930.
- PINKNEY C. WALKER, Assistant Professor of Finance (On leave).
B.B.A., Texas, 1939; M.B.A., Pennsylvania, 1940.
- S. G. WENNBERG, Associate Professor of Marketing (On leave).
B.S. in Com., 1929, M.B.A., 1932, Ph.D., 1937, Northwestern.
- ELMER WOOD, Professor of Economics (Money and Banking).
A.B., Missouri, 1916; A.M., Princeton, 1930; Ph.D., Harvard, 1937.

PROGRAM OF THE SCHOOL

The School offers fundamental training in the principles of business and public administration. The student has a wide choice of curricula for preparation for various occupations in industry, government service, private business, public affairs, and in teaching. Students trained in the *General Business* curriculum enter such fields as manufacturing, transportation, merchandising, real estate, insurance, Chambers of Commerce, and private business. Those intending to specialize in the various types of accounting work will follow the suggested curriculum in *Accounting*. For those interested in becoming analysts and statisticians in business organizations or in municipal, state, or federal agencies, the curriculum in *Statistics* is available.

The *Government Service* curriculum is open to those desiring to qualify for positions in many state and national departments as administrative assistants, personnel aides, analysts in labor and welfare divisions. Training in this curriculum is desirable for those planning to enter the diplomatic service.

Preparation may be obtained in the *Public Affairs* curriculum for many occupations in public service, the duties being frequently designated as those of an economist. Private organizations employ those so trained in research and in administration.

By arranging his course of study well in advance, the student may combine essential training in business administration with specialization in a technical field such as chemistry or geology. (Training of teachers of commercial subjects in high schools is under the direction of the School of Education.)

REQUIREMENTS FOR ADMISSION

The requirements for admission as a regular student to the School of Business and Public Administration are the satisfactory completion of (1) a four-year high school course or its equivalent, and (2) 60 hours of credit in Arts and Science or Engineering (exclusive of required work in physical training and military science) in the University of Missouri or in any college or university of recognized standing.

Students who are unable to present 60 credit hours for entrance may be admitted with a condition of as much as six hours. All students admitted to the school with credit of from 54 to 84 hours are given junior standing; those with 84 hours or more are given senior standing.

All communications regarding entrance credits should be addressed to the REGISTRAR, UNIVERSITY OF MISSOURI, COLUMBIA, MISSOURI. Inquiries regarding other matters may be addressed to the Dean of this school.

ADVANCED STANDING

The student who has gained more than 60 hours of credit before entering the School of Business and Public Administration may be given credit for such courses in excess of the 60 hours required for admission as are acceptable in the curriculum in which the student is enrolled.

GRADUATE STUDY

Graduate instruction in accounting, economics, government, and statistics is under the supervision of the Graduate School of the University. No degree beyond that of bachelor of science is offered in the field of general business administration. For further information address the Dean of the Graduate School or the chairman of one of the departments.

REGISTRATION

Members of the faculty serve as advisers to the students and assist them in the selection of courses of study at the time of registration. The student is expected to select first the curriculum in which he is to enroll. He is then assigned to an adviser by the Dean. In the period immediately preceding registration the student consults his adviser and arranges a trial program. This program is presented during registration as a basis upon which the student is admitted to the selected courses of study. The pre-registration conferences are an essential part of registration procedure, and students who are not at hand for conferences on the days indicated on the calendar may find their registration delayed. Those who do not complete their registration by the end of the last registration day must pay a fee of \$5.00.

Full directions for registration will be found, during the days of registration, at the information desk located in the main corridor of Jesse Hall.

Students who have not filed their credentials with the Registrar before the days of registration should present themselves with their credentials at the north entrance of the University Auditorium in Jesse Hall during the days of registration.

DEGREES

The degree of Bachelor of Science in Business Administration is conferred upon those students who have completed the requirements of one of the four curricula in business administration. The degree of Bachelor of Science in Public Administration is conferred upon those who have completed the requirements of the curriculum in government service or in public affairs.

STUDENT EXPENSES

The amount of money spent during one semester by a student of limited means at the present time need not exceed \$200, although the expenses of the average student will probably be slightly in excess of that amount.

ESTIMATED AVERAGE EXPENSE FOR ONE SEMESTER

Fees	\$ 44
Board	120
Room	45
Laundry and cleaning	16
Books and supplies	15
Miscellaneous	10
	—
Total	\$250

This estimate shows the expenses of the average male student. The expenses of women students are usually somewhat greater than this estimated average. Non-resident students are required to pay an additional non-resident tuition fee the amount of which depends upon the residence of the student. The item for miscellaneous expenses covers amusements, organization dues, etc. The estimate does not include clothing and travel expenses.

Statistics Laboratory



HONORS AND PRIZES

ALPHA PI ZETA is an active organization for the study of the social sciences. It is composed of members of the faculty, graduate students, and a few undergraduates. Election to membership in the society is a distinction conferred on students of high standing in the departments of this school and in the social science departments of the College of Arts and Science and the Graduate School.

BETA GAMMA SIGMA: Election to membership in the national honorary society of Beta Gamma Sigma is based upon high scholastic attainment and is limited to students within the highest ten per cent of the graduating class in the School of Business and Public Administration.

HONOR RANK LIST: A list of the students of the School of Business and Public Administration whose grades are distinctly above average is published annually as an Honor Rank List.

THE FRANCIS SCHOLARSHIP IN PUBLIC AFFAIRS FOR MEN: An award of the annual value of one-half the annual income of \$10,000 is made to a student who has successfully completed three years of college work, and who has fundamental training in those subjects which, in the opinion of a committee, best qualify him for service through business and public affairs. The award is for two years, and is at present a loan.

DELTA SIGMA PI PRIZE: The International Commerce Fraternity of Delta Sigma Pi offers a gold key to be awarded annually to that male member of the graduating class who has made the best scholastic record in one of the commerce curricula in the School of Business and Public Administration.

PLAN FOR THE FRESHMAN AND SOPHOMORE YEARS

Students intending to enter the School of Business and Public Administration enroll ordinarily in the College of Arts and Science for the freshman and sophomore years. The following plan is offered for the guidance of such students in the selection of courses of study. Those who do not register under this plan must comply with the regular requirements of the College of Arts and Science.

Students who do not expect to enter this university until the beginning of the junior year are advised to conform to the following suggestions as far as possible and to take only standard courses in arts and science subjects when substitutions are necessary.

<i>Required Courses</i>	<i>Credit Hours</i>	<i>Departmental Number</i>
English Composition	6	English 1 and 2
American Government	5	Political Science 1
Statistics	4	Accounting and Statistics 1
College Mathematics	3 or 5	Mathematics 4 or 10
Accounting I	4	Accounting and Statistics 37
General Economics	5	Economics 51

The required courses in Military Training and Physical Education.

OPTIONS—To be selected from the list below, courses amounting to a total of 26 or 28 hours.

<i>Options</i>	<i>Credit Hours</i>	<i>Departmental Number</i>
Home Economics or Art	4 or 5
Foreign Language	5 to 10
Introductory Geography	3	Geography 6
Economic Geography	3	Geography 125
History	3 to 8
International Relations	3	Political Science 5
Mathematics of Finance	3	Mathematics 155
Mathematics	5 to 10
Natural Science	5 to 10
Elementary Logic	3	Philosophy 1
General Psychology	3	Psychology 1
Applied Psychology	3	Psychology 20
General Sociology	3	Sociology 1
Anthropology	3 to 6
Speech	2 to 5

Free Electives, Arts and Science subjects sufficient to complete the requirement of 60 hours for admission.

Students intending to enter the curriculum in Government Service (IV) are advised to elect the courses in General Sociology and General Psychology. Those intending to enter either the curriculum in Finance (II), Accounting (III), or Statistics (VI) are advised to elect the course in Mathematics of Finance. Mathematics 10, 11 and 25 are available to students who expect to continue in statistics beyond the more elementary courses with a view to specializing in that field. Those intending to enter the curriculum in Finance (II) are advised to elect the course in The Corporation (3 hours). Students interested in Textile Merchandising under General Business (I) should elect Home Economics 15 and 16, Design I and II or Art 2 and 5.

All of the required courses and almost all of the electives suggested above are available in both semesters of the regular school year.



The B & PA Building

PRELIMINARY REQUIREMENTS FOR ALL CURRICULA

American Government (5 hours), Statistics (4 hours), Accounting I (4 hours), and General Economics (5 hours). The student should have completed all four courses before he enters this school. If he has not done so, he will be permitted to take any two of these four courses as electives. If the other two have not been completed before the junior year, the student must complete them without credit unless he has completed during the freshman and sophomore years other courses which are acceptable as a part of the curriculum he selects.

I. GENERAL BUSINESS CURRICULUM

For students who desire a general course in business administration.

<i>Required Courses</i>	<i>Credit Hours</i>	<i>Departmental Number</i>
Industrial Management	3	Econ. 302
Principles of Marketing	4	Econ. 304
Corporation Finance	3	Econ. 303
Money Credit and Banking	5	Econ. 329
Business Law A	3	Econ. 354
<i>Options</i> —To be selected from the list below, at least 19 hours.		
Accounting II	2	Acctg. and Stat. 303
Another course in Accounting	3	Acctg. and Stat.

A course in Statistics	3	Acctg. and Stat.
Economics of Transportation	3	Econ. 306
Marketing Management	3	Econ. 312
Life Insurance	3	Econ. 313
Retailing	3	Econ. 314
Credits and Collections	3	Econ. 316
Property and Casualty Insurance	3	Econ. 318
Foreign Trade	2	Econ. 325
Investments	3	Econ. 333
Personnel Management	3	Econ. 336
Real Estate	3	Econ. 340
Advanced Industrial Management	2	Econ. 346
Business Law B	3	Econ. 355
Business Security Devices	2	Econ. 356
Marketing Problems	3	Econ. 370
Price and Price Policies	2	Econ. 389
Costume Design	2	Home Econ. 145
Buying of Clothing and Textiles	3	Home Econ. 150
Principles of Public Administration	4	Pol. Sci. 310

Electives (professional courses) sufficient to complete the requirement of 60 hours.

For students interested in Textile Merchandising, Home Economics 50 and 51 are recommended as professional courses.

II. FINANCE

For students expecting to do administrative or research work in commercial or investment banks, brokerage houses, investment trusts, or the financial divisions of the government.

<i>Required Courses</i>	<i>Credit Hours</i>	<i>Departmental Number</i>
Mathematics of Finance	3	Math. 155
Intermediate Accounting	3	Acctg. and Stat. 217
Punch-Card Methods	3	Acctg. and Stat. 308
Corporation Finance	3	Econ. 303
Public Revenues	3	Econ. 315
Money, Credit and Banking	5	Econ. 329
Investments	3	Econ. 333
Business Law A	3	Econ. 354
Business Law B	3	Econ. 355
Insurance	6	

Electives (professional courses) sufficient to complete the requirement of 60 hours.

III. ACCOUNTING

For students preparing for the public practice of accounting or for the various types of accounting work connected with business enterprises and governmental agencies.

<i>Required Courses</i>	<i>Credit Hours</i>	<i>Departmental Number</i>
Intermediate Accounting	3	Acctg. and Stat. 217
Punch-Card Methods	3	Acctg. and Stat. 308

Advanced Accounting	3	Acctg. and Stat. 319
Problems in Accounting Practice	3	Acctg. and Stat. 320
Industrial Accounting	3	Acctg. and Stat. 321
Consolidated Statements	2	Acctg. and Stat. 323
Managerial Accounts and Statistics	3	Acctg. and Stat. 328
Auditing	3	Acctg. and Stat. 334
Tax Accounting	3	Acctg. and Stat. 373
Corporation Finance	3	Econ. 303
Money, Credit, and Banking	5	Econ. 329
Investments	3	Econ. 333
Business Law A	3	Econ. 354
Business Law B	3	Econ. 355
Mathematics of Finance	3	Math. 155

Electives (professional courses) sufficient to complete the requirement of 60 hours.

IV. GOVERNMENT SERVICE

For students who wish to qualify for positions with national, state, or municipal governmental departments, governmental research agencies, and private firms engaged in governmental work.

<i>Required Courses</i>	<i>Credit Hours</i>	<i>Departmental Number</i>
Local Rural Government	3	Pol. Sci. 301
European Governments	5	Pol. Sci. 303
Municipal Government and Administration	4	Pol. Sci. 306
Principles of Public Administration	4	Pol. Sci. 310
Administrative Regulation of Business	4	Pol. Sci. 311
The American Constitution	3	Pol. Sci. 320
Economics of Transportation	3	Econ. 306
Public Revenues	3	Econ. 315
Personnel Management	3	Econ. 336
Business Law A	3	Econ. 354

Electives (professional courses) sufficient to complete the requirements of 60 hours.

V. PUBLIC AFFAIRS

For students intending to enter those branches of the public service where the principal requirement is training in economics.

Preliminary Requirements (to be taken before the junior year): International Relations (3 hours), in addition to the general requirements. At least one course in History is advised.

<i>Required Courses</i>	<i>Credit Hours</i>	<i>Departmental Number</i>
Administrative Regulation of Business	4	Pol. Sci. 311
Exposition or Report Writing	3	English 60
History (American or European)	5
Corporation Finance	3	Econ. 303
Principles of Marketing or Price and Price Policies ..	4 or 2	Econ. 304 or 389
Labor Problems	5	Econ. 310

Public Revenues	3	Econ. 315
Money, Credit and Banking	5	Econ. 329
International Trade and Finance	3	Econ. 379

The minimum requirement of courses in economics is 30 hours. Additional courses sufficient to complete the requirement of 60 hours with the approval of the adviser should be selected.

VI. STATISTICS

For students preparing to do statistical work for business organizations and municipal, state, and federal agencies. Students who are considering statistics as their field of specialization should take Accounting and Statistics I, Statistics (4 hours), during the freshman year.

<i>Required Courses</i>	<i>Credit Hours</i>	<i>Departmental Number</i>
Intermediate Accounting	3	Acctg. and Stat. 217
Theory of Business Statistics	3	Acctg. and Stat. 307
Punch-Card Methods	3	Acctg. and Stat. 308
Correlation of Business Statistics	3	Acctg. and Stat. 309
Managerial Accounts and Statistics	3	Acctg. and Stat. 328
Mathematics	8	

Options—To be selected from the fields or courses below, at least 15 hours.

Accounting	7	maximum
Banking, Finance, and Insurance	11	maximum
Labor and Personnel	8	maximum
Management and Marketing	6	maximum
Public Administration	6	maximum
Mathematics	10	maximum
Population Trends	2	Soc. 305	
Social Security	2	Soc. 313	
Engineering Drawing	3	Mech. Eng. 1	

Electives (professional courses) sufficient to complete the requirement of 60 hours.

A Class in Personnel Management



SPECIAL CURRICULA

To combine business and other technical training: Curricula may be arranged to combine essential training in business administration with specialization in other technical fields such as chemistry and geology. If such an arrangement is to meet the approval of the faculty it is important that plans be made before the student enrolls in the work of the sophomore year. The courses of that year should include General Economics, American Government, Statistics, Accounting I, and elementary courses in the special field chosen. The 60 hours of freshman and sophomore work are to be taken in a College of Arts and Science. The student must transfer to the School of Business and Public Administration at the beginning of the junior year. During the junior and senior years, 40 hours ordinarily are to be given to business administration and 20 hours to advanced courses in the technical specialty.

Teaching of Commercial Subjects: The School of Education offers a curriculum for the training of teachers of commercial subjects in high schools.

REQUIREMENTS FOR GRADUATION

The requirements for graduation are 120 credit hours and 120 points, and the fulfillment of the requirements of one of the curricula of the School of Business and Public Administration. A student may not register for more than 16 hours per semester; and may not, without the special permission of the Dean, carry less than 12 credit hours.

Sixty of the 120 points must be earned in the required and optional courses and professional electives of the student's curriculum. Points are awarded upon the following basis: For each hour of E grade, 3 points; S grade, 2 points; M grade, 1 point. No points are given for I and equivalent grades. Students whose grades at the time of entrance to the School of Business and Public Administration are below an M average, whether their credits have been earned at the University of Missouri or elsewhere, are required to make up the deficiency in points during the junior and senior years.

Only courses in which the student has been given the grade of F or I may be repeated. Double credit is not allowed for courses repeated.

Points commensurate with the quality of work done are allowed for credits earned in other institutions except that the total number of points awarded may not exceed the number of hours accepted. This limitation does not apply to courses approved in advance by the Dean for students

who have been registered in this school and who take a limited number of supplementary courses in another university.

Extra credit in hours is given for work of superior or exceptional quality, and diminished credit for work of inferior quality. Thus, while only one hour of credit is allowed for each scheduled hour of work of medium quality (grade M), 1.1 hours are given for each hour in which a grade of S is earned and 1.2 hours for each hour of E grade, provided excess credit shall not be substituted for any required course. For inferior work (grade I) the credit allowed is .9 per scheduled hour. No extra credit in hours is given and no deductions in hours in courses of passing grade are made in this school in connection with credits transferred to this University from other colleges and universities.

RESIDENCE REQUIREMENT

Ordinarily a candidate for a degree will have been registered in this school for two years, but a student with advanced standing who meets all other requirements may receive a degree if registered in this school throughout his senior year.

Any student who is deficient to the extent of no more than 3 hours or 6 grade points may be permitted to complete the requirements for a degree by correspondence courses in this university when acceptable courses are available or by courses approved in advance in residence in another university.

PLACEMENT SERVICE

The School of Business and Public Administration undertakes to assist its graduates in finding suitable positions and offers this service to recent graduates and older alumni alike in so far as its facilities permit. Business establishments and governmental agencies co-operate in the development of the service.

COURSES OF INSTRUCTION

Instruction is offered in the fields of accounting, economics, finance, government, business law, industrial management, insurance, marketing, public administration, business statistics, real estate, transportation, and others.

It is possible to gain some credit by correspondence courses taken through the Extension Division of this University. Only a limited number of such courses are offered by the departments of this school: General Economics, 5 hours; American Government, 2½ to 5 hours; Accounting I, 3 to 6 hours. Correspondence courses in related subjects are offered by other departments. Correspondence courses may not be counted as part of the one year required in residence and may not be taken in final completion of the requirements for graduation except upon approval in advance by the Dean.

DESCRIPTION OF THE COURSES

Due to the fact that several of the members of the faculty are in government service, some of the courses listed below will not be offered during the year 1945-46.

The letter "f" refers to the fall (first) semester, "w" to the winter (second) semester, "s" to the summer session and "f, w" means that the course is repeated each semester. All courses extend through only one semester.

ACCOUNTING AND STATISTICS

Courses Accepted in the College of Arts and Science

1 STATISTICS (4) f,w.

An introduction to the scientific study and interpretation of data; quantitative analysis; qualitative analysis; sampling; tests of the homogeneity of experimental data and the reliability of computed values, such as the arithmetic average, standard deviation, etc.; statistical methods useful in production control. Students who are considering statistics as their field of specialization should take this course during the freshman year. MR. HARTKEMEIER.

37 ACCOUNTING I (4) f,w.

Prerequisite 18 points. A study of the fundamental principles of accounting and their application. Analysis of the balance sheet and income statement in their usual and special forms. MR. BAUER.

425 ADVANCED ACCOUNTING THEORY (5) w.

Prerequisite, 217 and consent of instructor. Development of the social and economic situation which gives importance to modern accounting and the evolution of accounting theory and functions. Critical appraisal of trends in current accounting discussions. An orientation course for accounting students. MR. SCOTT.

Courses Not Accepted in the College of Arts and Science

217 INTERMEDIATE ACCOUNTING (3) f,w.

Prerequisite, 37 and General Economics. An intensive study of the balance sheet of the going enterprise including the problems of classification and analysis; determination of the content of accounts, their valuation, and numerous technical problems connected with them. MR. SCOTT.

300 SPECIAL PROBLEMS IN STATISTICS (1-3) f,w.

MR. HARTKEMEIER.

301 SPECIAL PROBLEMS IN ACCOUNTING (1-3) f,w.

MR. BAUER; MR. SCOTT.

303 ACCOUNTING II (2) s.

Prerequisite, 37. Solution and discussion of problems illustrating various accounting procedures, especially as they relate to the requirements of business enterprises and other organizations operated on a small scale. MR. BAUER.

307 THEORY OF BUSINESS STATISTICS (3) f.

Prerequisite, course 1 or consent of instructor. An examination of the concepts of secular trend, seasonal variation, business cycle fluctuations, random events, index numbers, harmonic and geometric averages; curve fitting; simple, stratified, and purposive sampling. Emphasis is placed upon a critical appraisal of the general purpose rather than upon a detailed study of laboratory technique. MR. HARTKEMEIER.

308 PUNCH-CARD METHODS (3) w.

Organization of statistical and accounting records of existing business organizations and municipal, state, and federal agencies to facilitate analysis by modern statistical methods involving the use of International Business Machines alphabetical equipment. A study of the success of statistical methods used by existing business organizations. MR. HARTKEMEIER.

309 CORRELATION OF BUSINESS STATISTICS (3) f.

Prerequisite, at least 4 hours in statistics. The measurement of relationship between internal and external business statistics; simple, partial, and multiple correlation; correlation of time series. Laboratory instruction in technique, including the use of punch-card alphabetical tabulating equipment. MR. HARTKEMEIER.

312 STATISTICAL COMPUTATION (2) s.

Detailed laboratory instruction in the use of machines and tables necessary for large-scale statistical work. Credit is not given to students who have previously completed two courses in statistics. MR. HARTKEMEIER.

319 ADVANCED ACCOUNTING (3) w.

Prerequisite, 217. Applications of accounting principles to special topics, such as branch house accounting, fiduciary accounting, partnerships, installment sales, consignment sales, and various accounting statements. MR. BAUER.

320 PROBLEMS IN ACCOUNTING PRACTICE (3) w.

Prerequisite, 217. Solution and discussion of problems taken principally from C. P. A. examinations, including brief studies of subjects such as accounting system installation, bonds, annuities, and fiduciary accounting. MR. BAUER.

321 INDUSTRIAL ACCOUNTING (3) f.

Prerequisite, 217. A study of the technique of accounting control as applied to industrial enterprises, including a survey of the historical background of cost

accounting; an appraisal of product and process cost systems and of the uses of standard costs. MR. SCOTT.

323 CONSOLIDATED STATEMENTS (2) w.

Prerequisite, 217. Problems raised by the necessity of adjusting accounts to current complex forms of business organization, including holding company and partnership forms of control over groups of corporations; with emphasis on the types of working papers required. MR. SCOTT.

328 MANAGERIAL ACCOUNTS AND STATISTICS (3) f.

Prerequisite, 1 and 217. Organization of accounting and statistical work in current large-scale business enterprise; the rise of controllership functions, and the use of accounts and statistics as means of determining policies; also an analytical treatment of distribution costs. MR. SCOTT.

334 AUDITING (3) f.

Prerequisite, 217. Principles underlying the verification, analysis, and interpretation of accounting records and statements, with special emphasis on the preparation of working papers and the writing of audit reports. MR. BAUER.

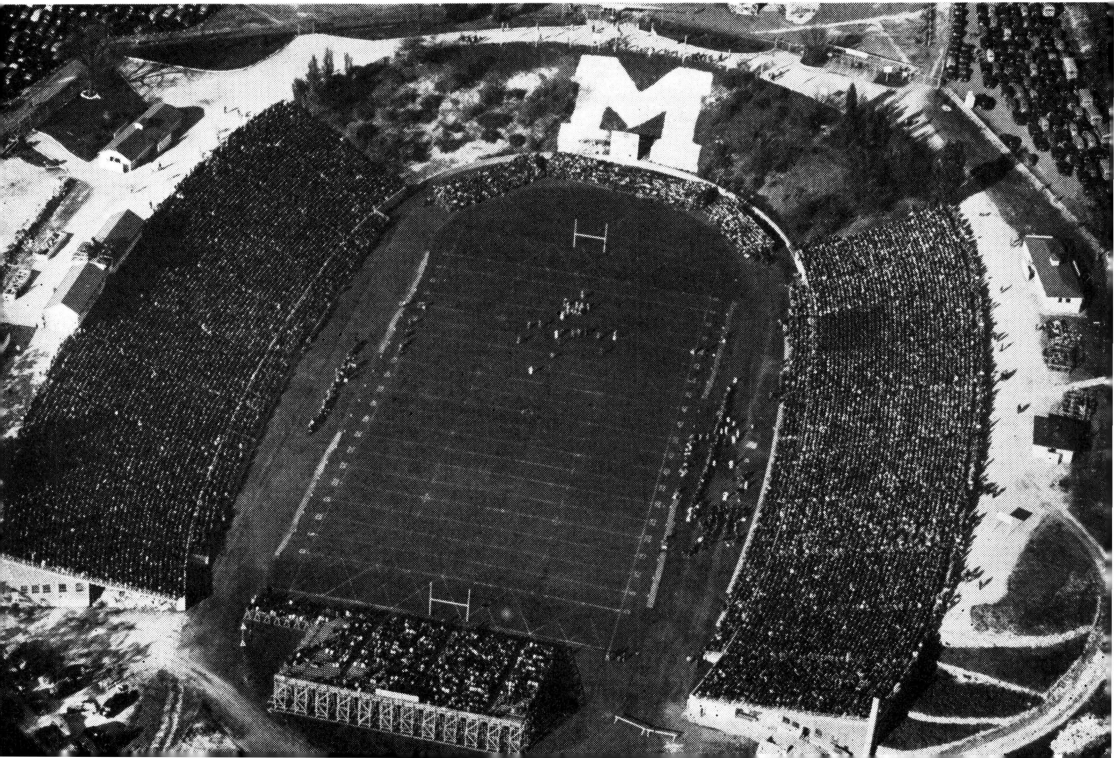
373 TAX ACCOUNTING (3) f.

Prerequisite, 217. A study of the accounting principles and procedures involved in meeting the requirements of current laws and regulations which relate to Federal and State income taxes and social security taxes. MR. BAUER.

393 CONTROVERSIAL ACCOUNTING PROBLEMS (2) f.

Prerequisite, 217 and consent of instructor. A study of numerous problems on which the views of accountants differ, noting especially conflicts that arise out of a divergence between accounting theory and rules of thumb developed in practice. MR. BAUER.

Memorial Stadium



- 400 SPECIAL INVESTIGATIONS IN STATISTICS (1-3) f,w.
MR. HARTKEMEIER.
- 401 SPECIAL INVESTIGATIONS IN ACCOUNTING (1-3) f,w.
MR. BAUER; MR. SCOTT.
- 420 BUSINESS CYCLES, FORECASTING, AND STABILIZATION (5) w.
Prerequisite, 1 and 309. The theory, history, and statistics of business cycles, the problems of their prediction and control, and their relation to speculative and investment transactions. MR. HARTKEMEIER.
- 428 STATISTICAL THEORY AND PRACTICE (5) w.
Prerequisite, at least two courses in statistics. The place of quantitative methods in the social sciences. An examination of the implications of statistical methods used by research workers. MR. HARTKEMEIER.
- 490 RESEARCH (Credit to be arranged.) f,w.
MR. BAUER; MR. HARTKEMEIER; MR. SCOTT.

ECONOMICS AND BUSINESS

No course in this department is open to freshmen except General Economics, for which the prerequisite is twenty-four honor points. Courses numbered 400 or above are open to undergraduate students only with the consent of the instructor. Students must obtain the consent of the instructor before registering in any course as a hearer.

Courses Accepted in the College of Arts and Science

- 51 GENERAL ECONOMICS (5) f,w.
Prerequisite, not less than twenty-four points. An introduction to the subject of economics with emphasis on certain fundamental principles and their application to questions of policy. MR. BROWN and others.
- 199 DISTINCTION (credit to be arranged) f,w.
- 300 SPECIAL PROBLEMS (credit to be arranged) f,w.
- 301 THE CORPORATION (3) f,w.
Prerequisite, course 51. The place of the corporation in modern society; ownership, control, and management of corporations; conflicts of interest and their resolution; public policy and current problems of regulation. MR. CENTER.
- 303 CORPORATION FINANCE (3) f,w.
Prerequisite, course 51 or 41. A study of the methods, policy and institutions involved in financing the business corporation. Questions of public policy in relation to corporations and their financing are considered. MR. WALKER.
- 304 PRINCIPLES OF MARKETING (4) f,w.
Prerequisite, course 51. A study of the institutions, processes, problems, and policies involved in the transfer of goods from producers to consumers. Emphasis is placed upon the economic and social aspects of marketing methods and institutions. MR. WENNBURG; MR. HARDY.
- 306 ECONOMICS OF TRANSPORTATION (3) w.
Prerequisite, course 51. An economic study of the development, operation, and regulation of railroads and other agencies of transportation with special emphasis upon transportation costs and rates. MR. MANHART.
- 310 LABOR PROBLEMS (5) f,w.
Prerequisite, course 51. A survey of labor economics including wages, unem-

ployment, industrial accidents, social insurance, trade unionism and collective bargaining chiefly from the standpoint of public policy. MR. BAUDER.

315 PUBLIC REVENUES (3) w.

Prerequisites, course 51 and either three hours of more advanced work in economics or senior standing or special consent of the instructor. A study of the finance and financial methods of governments, with special reference to taxation and to tariff policy. MR. BROWN.

329 MONEY, CREDIT, AND BANKING (5) f,w.

Prerequisite, course 51 and junior standing. A study of the American monetary and banking systems and their influence upon economic activities. Special consideration is given to the money market and its relation to the securities markets. MR. WOOD.

330 SOCIAL INSURANCE (3) w.

Prerequisite, junior standing. Governmental efforts to increase working class security; old age, unemployment, accident and health programs. Comparison of principles and relationship to private insurance. MR. CENTER.

332 SECURITIES MARKETS (2) w.

Prerequisite, course 303. Methods of marketing new security issues; investment institutions; the security exchanges; the role of speculation in the system of private enterprise. MR. WOOD.

350 SPECIAL READINGS (credit to be arranged) f,w.

360 ECONOMIC CONTROL (3) w.

Prerequisite, senior standing and 10 hours in Economics. Consideration of various economic systems including free enterprise and public regulation, socialism, directed economics, rationalization and economic planning. MR. BAUDER.

368 BUSINESS FLUCTUATIONS (3) w.

Prerequisite, course 329. The factual background together with an analysis of the causes of economic fluctuations. MR. WOOD.

369 CURRENT MONETARY PROBLEMS (2) w.

Prerequisite, course 329 and consent of instructor. A study of current monetary and fiscal problems connected with the war and reconstruction. A brief study of the national income will be included. MR. WOOD.

379 INTERNATIONAL TRADE AND FINANCE (4) f.

Prerequisite, course 329. Analysis of American imports and exports; methods of financing; government controls of foreign trade; international investment; the foreign exchanges. MR. WOOD.

380 PUBLIC UTILITIES (2) f.

Prerequisite, course 306 and senior standing. Economic and legal aspects of the historic public utilities and the natural resource industries. Organization development, internal policies, public regulation. MR. CURTIS.

389 PRICE AND PRICE POLICIES (2) w.

Prerequisite, course 51. Marketing aspects of the price-making process under various degrees of competition; policies and practices, price discrimination, basing point system, price leadership; resale price maintenance; wartime price control. MR. HARDY.

Courses Not Accepted in the College of Arts and Science

41 INDUSTRIAL ECONOMICS (3) f,w.

Open only to students in the College of Engineering. An introduction to the study of economics designed for engineers. Special attention is given to wartime changes in economic organization. MR. BROWN; MR. MANHART.

302 INDUSTRIAL MANAGEMENT (3) f,w.

Prerequisite, junior standing. A study of the principles of industrial organization and management and their application to such fundamental matters as production, materials, and personnel. MR. HARDY; MR. MANHART.

312 MARKETING MANAGEMENT (3) f,w.

Prerequisite, course 304. A study of the problems of marketing from the point of view of the executives of a business enterprise. Topics covered include: product selection and development, market analysis, pricing, credit and service policies, choice of channels of distribution, sales organization, choice of selling methods, and development management, and control of the sales force. MR. HARDY; MR. WENNBERG.

313 LIFE INSURANCE (3) f,w.

Prerequisite, junior standing. A study of life insurance principles and practices with emphasis on their economic and social aspects. The nature and uses of life insurance, premium computation, types of contracts, and important legal phases of life insurance are considered. MR. WALKER.

314 RETAILING (3) f,w.

Prerequisite, course 304. The principles underlying operation of retail stores. Topics covered include: store location, arrangement, and merchandise classification; store organization policies, and personnel; merchandise planning, selection, buying and control; retail pricing; personal selling, publicity, and service; store systems and operating activities; budgeting and control. MR. HARDY; MR. WENNBERG.

316 CREDITS AND COLLECTIONS (3) f,w.

Prerequisite, course 51 and Accounting I. A study of the organization and operation of the credit department including the sources and analysis of credit information; collection methods and correspondence. Mercantile credit management is emphasized. MR. HARDY.

318 PROPERTY AND CASUALTY INSURANCE (3) w.

Fire, marine, automobile, public liability, burglary, accident and health insurance, and bonding. Economic services, contracts, underwriting practices, and state regulation. MR. CENTER.

325 FOREIGN TRADE (2) f.

Prerequisite, course 51. A survey of the theory of foreign trade; foreign exchange; export and import practices. Emphasis is given to discussion and evaluation of the international trade policies of the major trading nations. MR. WENNBERG.

333 INVESTMENTS (3) f,w.

Prerequisites, course 303 and Accounting I. Classification and analysis of securities; functions and regulations of security markets, investment trusts and advisory services; problems of investment policy. MR. CENTER; MR. WALKER.

336 PERSONNEL MANAGEMENT (3) f,w.

Prerequisite, junior standing. A survey of the labor policies and procedures

of business enterprises including recruitment, maintenance and control, service and welfare, and management of industrial relations. MR. BAUDER; MR. HARDY.

340 REAL ESTATE (3) f.

Prerequisite, senior standing. A survey of the real estate field with emphasis on its economic aspects. Principles underlying real estate value, the real estate market, appraisal, financing, taxation. MR. WALKER.

346 ADVANCED INDUSTRIAL MANAGEMENT (2) f.

Prerequisites, course 302 and Accounting I. Studies of working methods for profit planning and control, giving special attention to determination of costs. Cost records and cost systems analyzed with emphasis upon their usefulness in solving business problems. MR. MANHART.

354 BUSINESS LAW A (3) f,w.

Prerequisite, junior standing. A study of normal business relations in their legal aspects, based principally on the law of contracts. Cases and problems on contracts and agency. No hearers admitted. MR. CURTIS OR MEMBERS OF THE FACULTY OF LAW.

355 BUSINESS LAW B (3) w.

Prerequisite, course 354. Cases and problems dealing with the law of sales, bailments, negotiable instruments. MR. CURTIS OR MEMBERS OF THE FACULTY OF LAW.

356 BUSINESS SECURITY DEVICES (2) w.

Prerequisite, course 354. Cases and problems dealing with various security devices in business transactions; conditional sales, chattel mortgages, trust receipts, pledges, assignments of accounts receivable, bulk sales statutes, suretyship and insurance. MEMBERS OF THE FACULTY OF LAW.

370 MARKETING PROBLEMS (3) w.

Prerequisite, senior standing and consent of the instructor. The use of scientific method in the solution of marketing problems. Round-table discussions and practice in field investigations. MR. WENNBERG.

385 INDUSTRIAL RELATIONS (3) w.

Prerequisite, course 336. Personnel procedures with emphasis upon job description and specifications, personnel records, service ratings, employee training, position classification, wage and salary administration and the management of collective labor relations. MR. BAUDER.

400 SPECIAL INVESTIGATIONS (credit to be arranged) f,w.

Graduate students may select topics for study and investigation from the fields suggested by the undergraduate courses listed above, such as taxation and monopoly. MR. BAUDER; MR. BROWN; MR. CENTER; MR. CURTIS; MR. HARDY; MR. MANHART; MR. WALKER; MR. WENNBERG; MR. WOOD.

411 ADVANCED ECONOMIC THEORY (5) w.

A critical examination of the writings of leading modern economists, to the end of constructing a correct theory of value and distribution. MR. BROWN.

430 ADVANCED MONEY AND BANKING (4-5) f.

Prerequisite, course 329. A study of recent writings and government reports on monetary control. Special attention will be given to the problem of maintaining economic stability in times of war and peace. MR. WOOD.



490 RESEARCH (credit to be arranged) f,w.

Research in connection with the thesis offered for the degree of Master of Arts or Doctor of Philosophy. MR. BAUDER; MR. BROWN; MR. CENTER; MR. CURTIS; MR. WENNBERG; MR. WOOD.

POLITICAL SCIENCE

Course 1, or senior standing and consent of instructor is a prerequisite to all other courses except 5. Students in Arts and Science should elect the following courses for a major: Political Science 1, 5, 303, 310. Other courses are to be selected in consultation with the adviser.

1 AMERICAN GOVERNMENT (5) f,w.

A basic course dealing with the fundamentals of the American federal system of government. Governmental organization, processes, and functions at national, state, and local levels are covered in the survey and current developments are used as illustrations. MR. BRADSHAW; MR. FAUST; MR. HEINBERG; MR. HILL.

5 INTERNATIONAL RELATIONS (3) w.

An introduction to contemporary international relations covering the development of the family of nations; the factors which control national foreign policies; and competition and cooperation between nations in the fields of law, politics, economics, and social welfare. MR. HILL.

198 DISTINCTION (1-3) f,w.

Special readings and reports in the several fields of Political Science. Limited to candidates for graduation with distinction in Political Science. MR. BRADSHAW; MR. FAUST; MR. HEINBERG; MR. HILL.

301 LOCAL GOVERNMENT (3) f.

A study of the development, present organization, and functions of the county, township, school district, and other local rural units of government in the United States, with special reference to Missouri. MR. BRADSHAW.

302 ADMINISTRATION OF JUSTICE (2) f.

A study of the organization and activities of governmental agencies and officials engaged in the administration of criminal law, particularly in the making of arrests and in prosecutions. National, state and local agencies are covered. MR. HEINBERG.

303 EUROPEAN GOVERNMENTS (5) w.

A comparative study of the constitutional development, organization and practical workings of the governmental systems of England, France, Germany, Italy and Russia. Attention is also given to the functions performed by government in each country at present. MR. HEINBERG.

305 POLITICAL PARTIES (3) f,w.

A study of the development, organization, methods of action, functions and activities of major and minor political parties; pressure groups; and election administration, especially in the United States. MR. BRADSHAW.

306 MUNICIPAL GOVERNMENT AND ADMINISTRATION (4) w.

A comprehensive study of municipal government and administration in the United States, dealing with the law of municipal corporations, municipal politics and elections, forms of city government, and administrative functions. MR. FAUST.

309 INTERNATIONAL LAW (3) f.

The nature and development of international law as a science; the leading principles which define the rights of nations in time of peace, war and neutrality, as illustrated in treaties, state papers, and national and international court decisions. MR. HILL.

310 PRINCIPLES OF PUBLIC ADMINISTRATION (4) f.

A general survey of the field of public administration, with special reference to the organization of administrative services, financial administration personnel management, forms of administrative action, and judicial control of the administrative process. MR. FAUST.

311 ADMINISTRATIVE REGULATION OF BUSINESS (4) f.

A study of the background, present organization, powers, and procedure of the more important administrative agencies of the national and state governments concerned with the regulation of business. MR. FAUST.

320 THE AMERICAN CONSTITUTION (3) f.

A study of Supreme Court decisions dealing with the American federal system with special reference to the present powers of Congress; constitutional limitations for the protection of life, liberty, and property; police power and taxation. MR. HEINBERG.

375 LEGISLATION (3) w.

The organization, procedure, and practice of American national and state legislative bodies; constitutional limitations; nature of legislative power; bill drafting; legislative reference bureaus and legislative councils. (Alternate years.) MR. BRADSHAW.

385 INTERNATIONAL ORGANIZATION (3) w.

A study of the form and functions of the various co-operative international organizations, with special reference to the League of Nations, the International Labor Office, and Permanent Court of International Justice. MR. HILL.

400 SPECIAL INVESTIGATIONS (credit to be arranged) f,w.

Opportunity is offered to graduate students and seniors who have completed the necessary prerequisite courses to choose topics in one of the fields of Political Science for individual study. MR. BRADSHAW; MR. FAUST; MR. HEINBERG; MR. HILL.

402 PROBLEMS OF EUROPEAN GOVERNMENT (3) f.

Prerequisite, course 303. Detailed individual studies of selected problems of English, French, German, Italian, and Russian governments, particularly in the field of administrative control and in political and administrative personnel. MR. HEINBERG.

403 PROBLEMS OF PUBLIC ADMINISTRATION (3) w.

Prerequisite, course 301, 306, or 310. An intensive study of problems selected from any one of the following divisions of the field of public administration: budgeting, fiscal organization, personnel management, or administrative regulation. MR. FAUST.

405 PROBLEMS IN POLITICAL PARTIES (2) w.

Prerequisite, course 305, or consent of instructor. A detailed study of certain specific problems in the field of party activities, pressure politics, public opinion, popular control, and election administration. MR. BRADSHAW.

410 HISTORY OF POLITICAL THOUGHT (3) w.

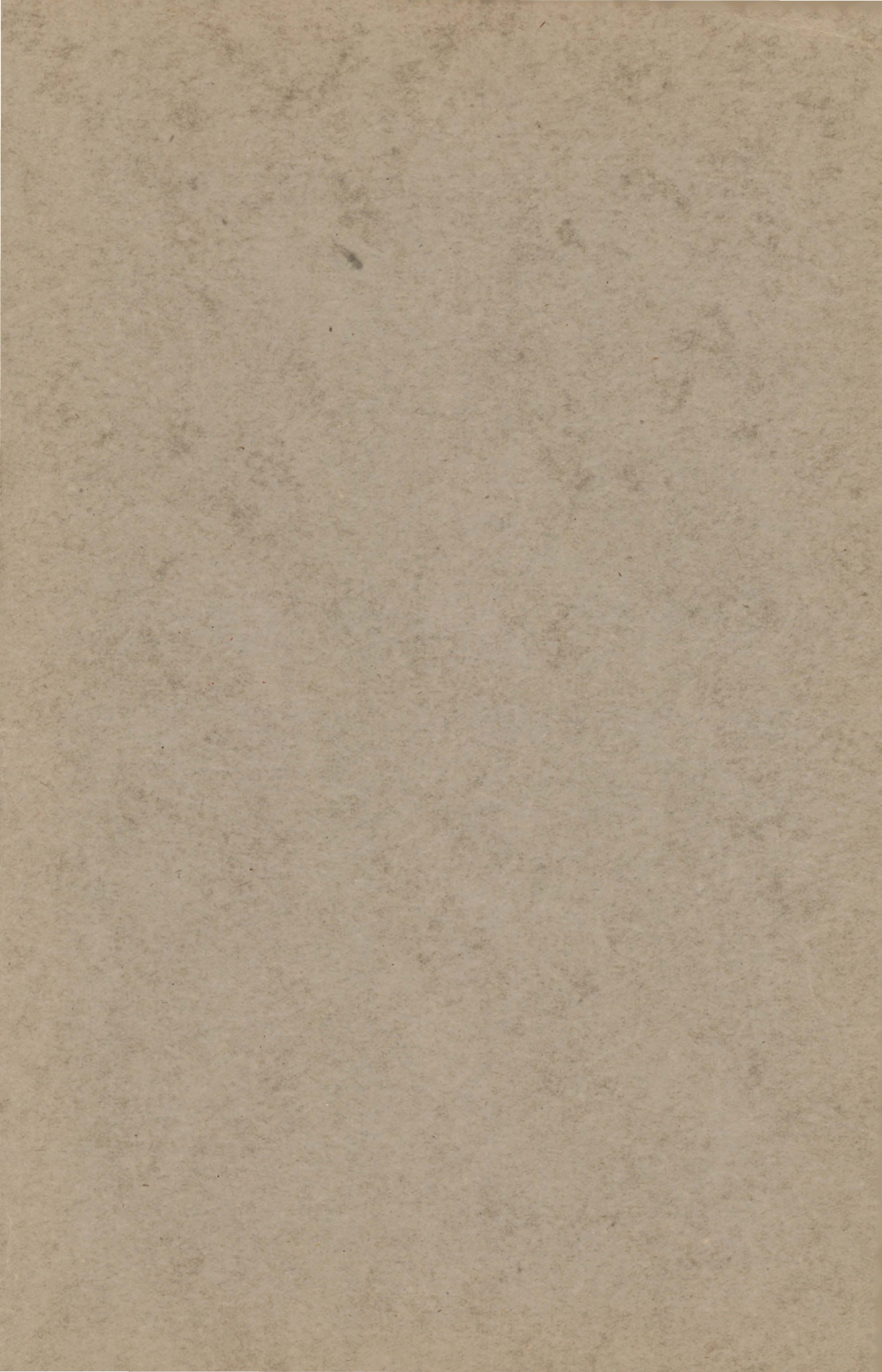
A review of the history of political thought from Plato to Rousseau. Classic masterpieces, such as Aristotle's Politics, are read in full and discussed critically. Attempts are also made to understand the trends in popular political thought from century to century. MR. HEINBERG.

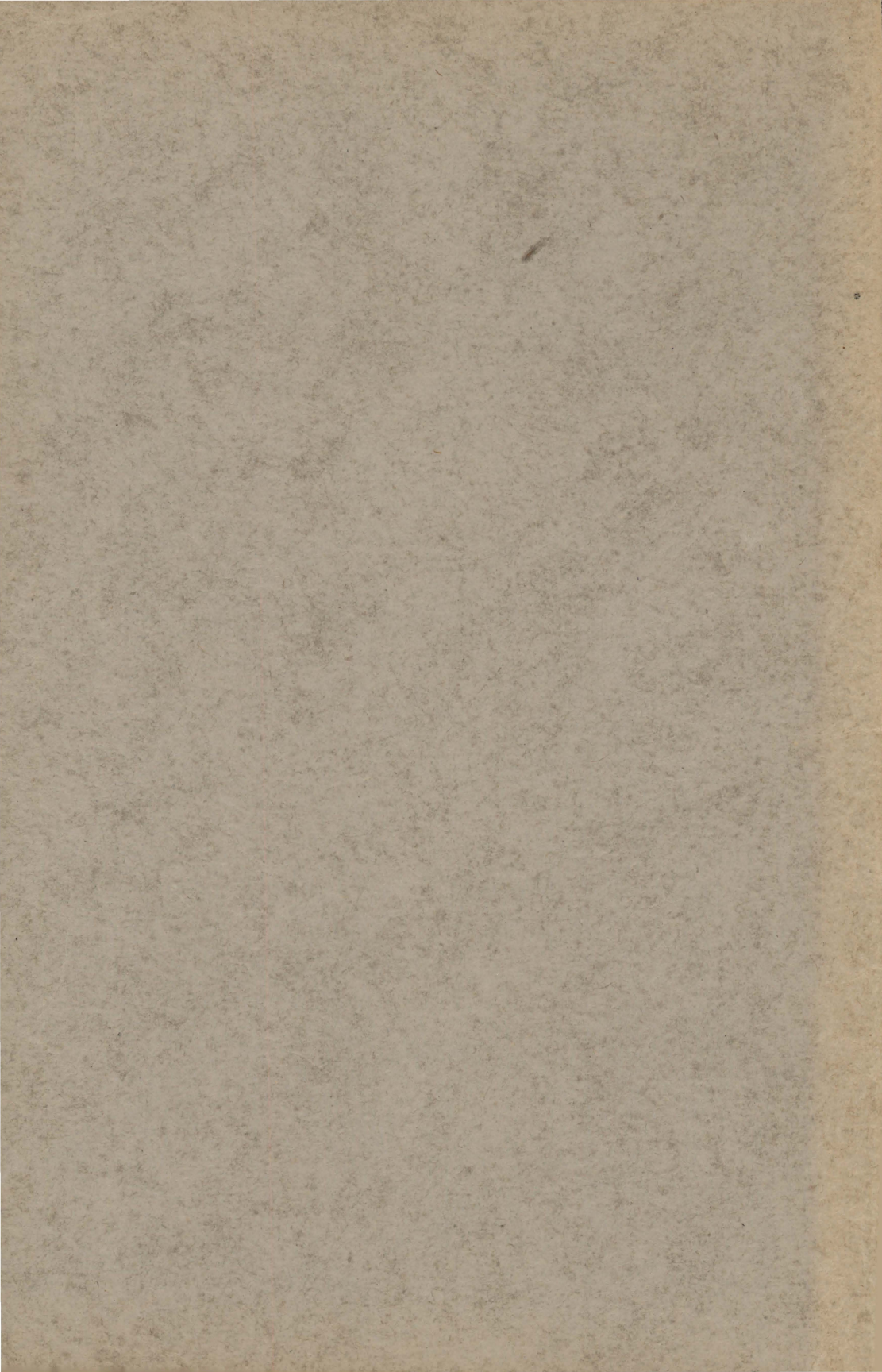
411 MODERN POLITICAL THEORY (3) w.

A review of modern political theories, with some attention to their historical settings. Selections of the leading theorists of the nineteenth century and the more recent tendencies are critically examined. MR. FAUST.

490 RESEARCH (credit to be arranged) f,w.

A thesis is required of all candidates for advanced degrees majoring in Political Science. A student should confer with the instructor in whose field he wishes to do his research work. MR. BRADSHAW; MR. FAUST; MR. HEINBERG; MR. HILL.





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