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A STUDY OF BUSINESS OFFERINGS IN EIGHT
NEGRO COLLEGES OF TEXAS



LAWSON

1960

A STUDY OF BUSINESS OFFERINGS IN EIGHT
NEGRO COLLEGES OF TEXAS

by

Edward Lorenzo Lawson

A Thesis Submitted

to

The Department of Business Education

and

School of Arts and Sciences

In Partial Fulfillment

For the Degree of

Master of Science

PRAIRIE VIEW AGRICULTURAL AND MECHANICAL COLLEGE

Prairie View, Texas

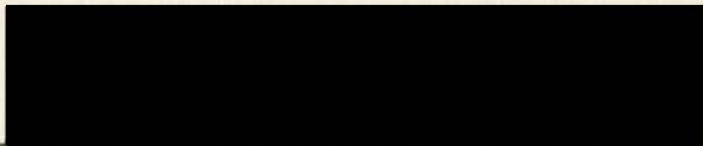
August, 1960

A STUDY OF BUSINESS OFFERINGS IN EIGHT
NEGRO COLLEGES OF TEXAS

by

Edward Lorenzo Lawson

Approved by:



Head, Department of Business Education

Committee:



Chairman

DEDICATION

This paper is dedicated to my beloved mother, Mrs. Climmie Lawson, who has been so helpful and inspirational to me in writing this study.

ACKNOWLEDGEMENT

The writer gratefully wishes to acknowledge the willful assistance of Dr. W. C. Ferguson, head of the department of business, Prairie View Agricultural And Mechanical College, for his undivided time and efforts in assisting with the writing of this study.

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CHAPTER I

INTRODUCTION

The purpose of this research is to make an unbiased and comparative study of the business offerings of eight predominantly Negro Colleges in Texas. The Business Curriculums of these colleges have been examined, studied, and compared to see what is being offered, and how they may be improved.

These colleges are: Prairie View A & M College, Prairie View; Texas Southern University, Houston; Wiley College, Marshall; Paul Quinn College, Waco; Huston-Tillotson College, Austin; Jarvis Christian College, Hawkins; Butler College, Tyler; and St. Phillips Junior College, San Antonio.

Business Offerings will be divided into four divisions--Business Education, Business Administration, Secretarial Science, and other programs as listed at the different colleges.

Higher education for business in America is essentially a product of the twentieth century. It represents the response of a democratic society to the educational needs of its industrial system. In recent decades business education at the college and

university level has grown at a phenomenal rate. At present in the United States one out of every seven degrees awarded by institutions of higher education is in business. The number of degrees awarded in this field is second only to the number in education.¹

Although schools of business administration have now been assimilated into the academic structure of the United States, contrary to the situation abroad, many problems remain to be solved. The vocational approach that has all too often characterized these schools in the past is now considered inadequate. A few institutions have been experimenting with new curricula designed to provide a more rigorous professional training within the context of a liberal education. The results achieved to date are highly promising. In such programs, increased emphasis is being placed on the application of the fundamental disciplines of the social and behavioral sciences to the problems of business administration.²

¹Robert Aaron Gordon, and James Edwin Howell, Higher Education for Business (New York: Columbia University Press, 1959), p. 5.

²Ibid., p. 7.

These changes have generally been associated with a research orientation. Business educators in increasing numbers are recognizing that it is insufficient to transmit and apply present knowledge. It is the function of higher education to advance the state of knowledge as well. A professional school of business that aspires to full academic status must meet this test.³

³Ibid., p. 9.

CHAPTER II

SURVEY OF RELATED LITERATURE

There are possibly a great many books written by authors concerned with the problem we are dealing with, however, I shall limit this survey to two authors, Robert Aaron Gordon and James Edwin Howell.

Collegiate business education is largely a product of the twentieth century. Today it is a restless and uncertain giant in the halls of higher education. It enrolls considerably more male students than either engineering or the natural sciences and mathematics combined. Approximately one in seven of all bachelor's degrees are in business; the figure approaches one in five if we take men only. There is no question but that the school or department of business has established itself firmly on the college campus. Teachers in the humanities look glumly on while students flock to its doors.¹

But it is an uncertain giant, gnawed by doubt and harassed by the barbs of unfriendly critics. It seeks to serve several masters and is assured by its critics that it serves none well. The business

¹Robert Aaron Gordon, and James Edwin Howell, Higher Education for Business (New York: Columbia University Press, 1959), p. 11.

world takes its students but deprecates the value of their training, extolling instead the virtues of science and the liberal arts.²

It is no wonder, then, that "Schools of Business Administration across the nation are trying, sometimes almost desperately, to find their soul." They are "bedeviled by the problems of whom to teach and what to teach." They seek to clarify their purpose and to find their proper place in the educational world.³

This is the problem of business education in these later decades of the twentieth century. The need for competent, imaginative, and responsible business leadership is greater than ever before; the need becomes more urgent as business grows ever more complex and as the environment with which it has to cope continues to change at an accelerating tempo. Business educators debate with each other and with their critics as to how this need can best be met, or at least be met better than is now being done.⁴

Business itself is pulled in two directions. It feels increasingly the need for educated men who

²Ibid., p. 11.

³Ibid., p. 13.

⁴Ibid., p. 14.

have the breadth, perspective, and flexibility of mind to cope with a business environment that grows in complexity and changes with bewildering rapidity.⁵

Thus business looks to the colleges to give it generalists and specialists, if possible embodied in the same person.⁶

The problem of business education is thus one of both quantity and, much more important, of quality.⁷

In varying degrees, today's business schools are not providing the kind of education tomorrow's businessmen will need, and the record with respect to research is even less satisfactory.⁸

From this survey by Howell and Gordon, it seems that there is a great deal to be desired in our present day business curriculum nation wise. In the following chapters eight Negro Colleges will be examined to see how well they rate with the expected standards.

⁵Ibid.

⁶Ibid., p. 17.

⁷Ibid.

⁸Ibid., p. 18.

CHAPTER III

PROGRAM OF BUSINESS EDUCATION

The program of Business Education is that phase of Business which deals primarily with teacher preparation. This program will be studied in accordance with course offerings of the schools under study.

PRAIRIE VIEW A & M COLLEGE

A four-year program in Business Education is offered for students who wish to prepare themselves for commercial teaching positions in secondary education, professional and business education.

Each student who selects a major in Business Education is required to show a proficiency in skills by acquiring a minimum speed of 60 words per minute in typewriting and 100 words per minute in shorthand. In addition to this requirement, all majors will be expected to spend a period of internship in some business or office, or, when the teaching certificate is desired, the practice teaching course in education is required.

At Prairie View A & M College, Business Education is a four year program. That is, a student can receive a degree in the minimum time of four years.

The business courses offered are as follows:

Freshman Year

Introduction to Business; one semester,
with three hours credit.

Elementary Typewriting; two semesters,
with four hours credit.

Beginning Shorthand; two semesters,
with six hours credit.

Making a total of thirteen hours of business subjects offered during the freshman year.

Sophomore Year

Elementary Accounting; two semesters,
with six hours credit.

Advanced Typewriting; two semesters,
with four hours credit.

Advanced Shorthand; two semesters,
with six hours credit.

Making a total of sixteen hours of business subjects offered during the sophomore year.

Junior Year

Secretarial Practice; one semester,
with two hours credit.

Office Practice; two semesters,
with four hours credit.

Teaching of Business Subjects; one semester,
with three hours credit.

Making a total of nine hours of business subjects
offered during the junior year.

Senior Year

No specifically business courses offered.

There are a total of thirty-eight hours of
business subjects offered during the four-year period.

TEXAS SOUTHERN UNIVERSITY

The school of Business presently consists of
three departments: General Business; Accounting; and
Business Education and Office Administration. The
School also offers two degrees: students may earn the
Bachelor of Business Administration degree by selecting
programs of study in accounting, general business,
management, or marketing; concentration in the fields
of business education and office administration leads
to the Bachelor of Science in Business Degree.

A limited internship program has been instituted
by the School of Business in cooperation with business

enterprises in the community, the purpose of which is to enable the student to acquire practical experience along with his academic training. During the course of the student's internship, training and supervision are carried on jointly by the faculty of the School and the managers of cooperating business enterprises. This program is open only to students of senior status.

The business education program at Texas Southern University is a four-year and a summer course of study.

The course offerings are as follows:

Freshman Year

Introduction to Business; two semesters,
with four hours credit.

Beginning Typewriting; two semesters,
with four hours credit.

Making a total of eight hours of business subjects offered during the freshman year.

Sophomore Year

Advanced Typewriting; one semester,
with two hours credit.

Beginning Shorthand; two semesters,
with six hours credit.

Introduction to Accounting; two semesters,
with six hours credit.

Making a total of fourteen hours of business
subjects offered during the sophomore year.

Junior Year

Advanced Shorthand; two semesters,
with six hours credit.

Business Machines; one semester,
with three hours credit.

Business Law; two semesters,
with six hours credit.

Principles of Business Education; one semester,
with two hours credit.

Making a total of seventeen hours of business
subjects offered during the junior year.

Senior Year

Business Finance; one semester,
with three hours credit.

Methods and Materials of Teaching Secretarial
Subjects and Basic Business Subjects; one
semester,
with three hours credit.

Business Writing; one semester,
with three hours credit.

Principles of Marketing; one semester,
with three hours credit.

Principles of Management; one semester,
with three hours credit.

Making a total of sixteen hours of business subjects offered during the senior year, and a total of fifty-five hours for the four year period.

WILEY COLLEGE

To those who seek careers outside of the professions, the field of Business, relatively less crowded, offers splendid opportunities.

For more than four decades, the department has been training students to become successful bookkeepers, stenographers, secretaries, accountants and clerical workers. In line with the national emphasis upon the value of collegiate preparation for business, the courses of study listed here will be attractive to those seeking to become teachers of business courses in the secondary school.

At Wiley College, the business education program is a four year course of study. A degree may be earned in four years.

The business courses offered are as follows:

Freshman Year

Beginning Typewriting; one semester,
with three hours credit.

Filing and Indexing; one semester,
with two hours credit.

Beginning Shorthand; one semester,
with three hours credit.

Making a total of eight hours of business
subjects offered during the freshman year.

Sophomore Year

Business Correspondence and Report Writing;
One semester,
with three hours credit.

Intermediate Typewriting; one semester,
with three hours credit.

Principles of Business and Occupations; one
semester,
with three hours credit.

Accounting Principles I, one semester,
with three hours credit.

Advanced Typewriting; one semester,
with three hours credit.

Accounting Principles II; one semester,
with three hours credit.

Business Elective; one semester,
with three hours credit.

Making a total of twenty-one hours of business subjects offered during the sophomore year.

Junior Year

Intermediate Accounting; one semester,
with three hours credit.

Survey of Business Law; one semester,
with three hours credit.

Principles of Organization and Management;
one semester,
with three hours credit.

Methods of Teaching Socio-Business Subjects;
one semester,
with three hours credit.

Salesmanship and Sales Management; one
semester,
with three hours credit.

Advertising Principles; one semester,
with three hours credit.

Making a total of eighteen hours of business subjects offered during the junior year.

Senior Year

Business Curricula; one semester,
with three hours credit.

Making a total of three hours of business subjects offered during the senior year, and a total of fifty hours for the four-year period.

PAUL QUINN COLLEGE

The department of business offers a major in business education, which is a four-year program for students who want to prepare themselves for teaching positions in the commercial and business departments of high schools.

The objectives of the department are: (1) to develop a fundamental business education with specialized training for a position as a teacher; (2) to explain the economic systems of the world, their effectiveness and workings, and to encourage clear thinking on the issues involved in economic problems; (3) to emphasize the traits for leadership as teachers; and (4) to prepare students who will be qualified to make a contribution

through their business skills, personality and leadership characteristics which are the evidence of world responsive persons.

The program of business education at Paul Quinn College is a four-year course of study. A degree may be earned in four years of study.

The business course offerings are as follows:

Freshman Year

No business courses are offered.

Sophomore Year

Introduction to Business; one semester,
with three hours credit.

Beginning Shorthand; one semester,
with three hours credit.

Beginning Typing, one semester,
with two hours credit.

Making a total of eight hours of business subjects offered during the sophomore year.

Junior Year

Elementary Accounting; two semesters,
with six hours credit.

Dictation and Transcription; two semesters,
with four hours credit.

Advanced Typing; two semesters,
with six hours credit.

Making a total of sixteen hours of business
subjects offered during the junior year.

Senior Year

Methods of Teaching Business Subjects:
one semester,
with three hours credit.

Making a total of three hours of business
subjects offered during the senior year, and a total
of twenty-seven hours of business subjects offered
during the four-year period.

HUSTON-TILLOTSON COLLEGE

From a study of the latest available college
bulletin, there is no program of business education
offered at Huston-Tillotson College, however, there
is a suggested curriculum for majors in Business
Administration.

JARVIS CHRISTIAN COLLEGE

The program of business education is a four year course of study. That is, a degree may be earned in four years.

The business courses offered are as follows:

Freshman Year

No courses are offered.

Sophomore Year

Elementary Typewriting; one semester,
with two hours credit.

Elementary Shorthand; one semester,
with three hours credit.

Introduction to Business; one semester,
with three hours credit.

Intermediate Typewriting; one semester,
with two hours credit.

Intermediate Shorthand; one semester,
with three hours credit.

Making a total of thirteen hours of business subjects offered during the sophomore year.

Junior Year

Elementary Accounting; two semesters,
with eight hours credit.

Dictation and Transcription; one semester,
with three hours credit.

Business Communication; one semester,
with two hours credit.

Making a total of thirteen hours of business
subjects offered during the junior year.

Senior Year

Business Law; one semester,
with three hours credit.

Advanced Typewriting; one semester,
with two hours credit.

Applied Office Procedure and Management;
one semester,
with three hours credit.

Elective in Business; one semester,
with three hours credit.

Principles and Methods of Teaching Business
Subjects; one semester,
with three hours credit.

Making a total of fourteen hours of business

subjects offered during the senior year, and a total of forty hours of business subjects offered during the four-year period.

BUTLER COLLEGE

The primary purposes of the Business Education Department are: (1) to prepare students for teaching of business courses; (2) to prepare students to assume responsible administrative and executive positions; (3) to prepare students to establish sound and profitable business enterprises of their own; (4) to train students who wish to equip themselves for employment in the various fields of business; and (5) to give a thorough knowledge of and to develop skills in the practices and procedures necessary in the field of business.

The program of business education is a four-year course of study.

The latest available college bulletin does not prescribe any certain year for taking the business subjects. A list of the courses offered follows:

Elementary Accounting; two semesters,
with six hours credit.

Office Practice; two semesters,

with six hours credit.

Business Law; two semesters,

with six hours credit.

Advanced Accounting; two semesters,

with six hours credit.

Personnel Management; one semester,

with three hours credit.

Auditing; one semester,

with three hours credit.

Income Taxation; one semester,

with three hours credit.

Marketing; one semester,

with three hours credit.

Business Arithmetic; one semester,

with three hours credit.

Methods and Materials in Business; one

semester,

with three hours credit.

Making a total of forty-two hours of business course offerings the four-year period.

ST. PHILLIP'S JUNIOR COLLEGE

The curricula in business are designed to accommodate individuals who wish to pursue business

courses in a senior college as well as for those who will find it impossible to continue their formal training beyond the sophomore year.

There are no course offerings in Business Education according to the latest available college bulletin, however, there are course offerings in Business Administration and Secretarial Science.

CHAPTER IV

PROGRAM OF BUSINESS ADMINISTRATION

The program of Business Administration is that phase of Business which deals primarily with non teacher preparation. The program is broader than that of Business Education, since employment maybe found in a number of jobs other than teaching.

This program will be studied in accordance with course offerings of the schools under study.

PRAIRIE VIEW A & M COLLEGE

The purpose of the Department of Business Administration is to provide specialized training for those who are seeking positions of responsibility in business enterprise or education.

A four-year program in Business Administration is offered for students who wish to develop the abilities necessary for responsible positions in business and government, or who plan to go into business for themselves. The factual content of the courses will prepare the student for accounting, selling insurance, marketing and management positions.

A Bachelor's Degree may be earned in four years.
The business course offerings are as follows:

Freshman Year

Introduction to Business; one semester,
with three hours credit.

Elementary Typewriting; two semesters,
with four hours credit.

Beginning Shorthand; two semesters,
with six hours credit.

Making a total of thirteen hours of business
subjects offered during the freshman year.

Sophomore Year

Elementary Accounting; two semesters,
with six hours credit.

Making a total of six hours of business
subjects offered during the sophomore year.

Junior Year

Business Law; two semesters,
with six hours credit.

Corporation Finance; one semester,
with three hours credit.

Intermediate Accounting; two semesters,
with six hours credit.

Making a total of fifteen hours of business subjects offered during the junior year.

Senior Year

Life Insurance; one semester,
with three hours credit.

Marketing; one semester,
with three hours credit.

Statistics; one semester,
with three hours credit.

Salesmanship; one semester,
with three hours credit.

Making a total of twelve hours of business subjects offered during the senior year, and a total of forty-six hours of business subjects offered during the four-year period.

TEXAS SOUTHERN UNIVERSITY

At Texas Southern University, Business Administration is a four-year program. A degree maybe earned in four years.

The business courses offered are as follows:

Freshman Year

Introduction to Business; two semesters,
with four hours credit.

Beginning Typewriting; two semesters,
with four hours credit.

Business Mathematics; one semester,
with three hours credit.

Making a total of eleven hours of business
subjects offered during the freshman year.

Sophomore Year

Introduction to Accounting; two semesters,
with six hours credit.

Office Administration; one semester,
with one hour credit.

Making a total of seven hours of business
subjects offered during the sophomore year.

Junior Year

Business Machines; one semester,
with two hours credit.

Business Finance; one semester,
with three hours credit.

Business Law; two semesters,
with six hours credit.

Principles of Management; one semester,
with three hours credit.

Principles of Marketing; one semester,
with three hours credit.

Making a total of seventeen hours of business
subjects offered during the junior year.

Senior Year

Business Statistics; one semester,
with three hours credit.

Personality Adjustment to Business; one semester,
with one hour credit.

Business Writing; one semester,
with three hours credit.

Internship; one semester,
with three hours credit.

Making a total of ten hours of business subjects
offered during the senior year, and a total of
forty-five hours of business subjects offered during
the four-year period.

WILEY COLLEGE

At Wiley College, Business Administration is a

four-year program. The purposes and objectives are the same as for Business Education, except for teacher preparation.

The business course offerings are as follows:

Freshman Year

Beginning Typewriting; one semester,
with three hours credit.

Filing and Indexing; one semester,
with two hours credit.

Advanced Typewriting; one semester,
with three hours credit.

Making a total of eight hours of business subjects offered during the freshman year.

Sophomore Year

Principles of Business and Occupations; one semester,
with three hours credit.

Intermediate Typewriting; one semester,
with three hours credit.

Accounting Principles I; one semester,
with three hours credit.

Making a total of twenty-one hours of business

subjects offered during the sophomore year.

Junior Year

Intermediate Accounting; one semester,
with three hours credit.

Income Tax Accounting; one semester,
with three hours credit.

Survey of Business Law; one semester,
with three hours credit.

Marketing; one semester,
with three hours credit.

Business Elective; one semester,
with three hours credit.

Making a total of fifteen hours of business
subjects offered during the junior year.

Senior Year

Business Curricula; one semester,
with three hours credit.

Business Risk and Insurance; one semester,
with three hours credit.

Advertising Principles; one semester,
with three hours credit.

Principles of Organization and Management;
one semester,

with three hours credit.

Making a total of twelve hours of business subjects offered during the senior year, and a total of fifty-six hours of business subjects offered during the four-year period.

PAUL QUINN COLLEGE

According to the latest available bulletin, there are no course offerings in Business Administration at Paul Quinn College.

HUSTON-TILLOTSON COLLEGE

The Programs of study in the Department of Business Administration have been designed to: (1) develop skill in the use of business techniques, (2) provide a broad background of information on business practices and procedures, (3) provide a minimum of professional training in selected areas of business, and (4) develop the ability to apply acquired knowledge and skills for effective citizenship and successful business leadership.

This program is specifically designed for those students who are interested in a career in some type of business administration or who desire to prepare for advanced study in selected areas.

Business Administration is a four-year course of study. Majors in Business Administration will be required to spend an apprenticeship with some local business, labor, government, or welfare agency for a semester.

The business course offerings are as follows:

Freshman Year

No business courses are offered during the freshman year.

Sophomore Year

Beginning Typewriting; two semesters,
with four hours credit.

Introduction to Business; one semester,
with three hours credit.

Making a total of seven hours of business subjects offered during the sophomore year.

Junior Year

Business Organization and Management; one
semester,
with three hours credit.

Elementary Accounting; two semesters,

with six hours credit.

Business Elective; one semester,

with three hours credit.

Business Law; two semester,

with six hours credit.

Making a total of eighteen hours of business subjects offered during the junior year.

Senior Year

Business Electives; one semester each,

with six hours credit.

Business Electives; one semester,

with three hours credit.

Making a total of nine hours of business subjects offered during the senior year, and a total of thirty-four hours of business subjects offered during the four-year period.

JARVIS CHRISTIAN COLLEGE

At Jarvis Christian College, Business Administration is a four-year course of study.

The business courses offered are as follows:

Freshman Year

No business courses offered.

Sophomore Year

Elementary Shorthand; one semester,
with three hours credit.

Intermediate Shorthand; one semester,
with three hours credit.

Making a total of six hours of business subjects offered during the sophomore year.

Junior Year

Elementary Accounting; two semesters,
with eight hours credit.

Business Organization and Management or
Dictation and Transcription; one semester,
with three hours credit.

Business Communication; one semester,
with two hours credit.

Making a total of thirteen hours of business subjects offered during the junior year.

Senior Year

Principles of Marketing; one semester,
with three hours credit.

Advanced Typewriting; one semester,
with two hours credit.

Business Law; one semester,
with three hours credit.

Intermediate Accounting; one semester,
with three hours credit.

Elective in Business; one semester,
with three hours credit.

Salesmanship; one semester,
with three hours credit.

Business Economics and Finance; one semester,
with three hours credit.

Electives in Business; three semesters,
with nine hours credit.

Making a total of twenty-nine hours of business subjects offered during the senior year, and a total of forty-eight hours of business subjects offered during the four year period.

BUTLER COLLEGE

The primary purposes of the Business Administration Program: (1) to prepare students to assume responsible administrative and executive positions, (2) to prepare students to establish sound and profitable business enterprises of their own, and (3) to train students

who wish to equip themselves for employment in the various fields of business.

On the college level, the department of Business Administration offers to students a four-year program leading to the degree of Bachelor of Business Administration.

The latest available college bulletin does not prescribe any certain year for taking the business subjects. A list of the courses offered follows:

Elementary Accounting; two semesters,

with six hours credit.

Office Practice; two semesters,

with six hours credit.

Business Law; two semesters,

with six hours credit.

Advanced Accounting; two semesters,

with six hours credit.

Personnel Management; one semester,

with three hours credit.

Auditing; one semester,

with three hours credit.

Income Taxation; one semester,

with three hours credit.

Business Arithmetic; one semester,

with three hours credit.

Methods and Materials in Business; one semester,

with three hours credit.

Making a total of forty-two hours of business course offerings available during the four year period.

ST. PHILLIP'S JUNIOR COLLEGE

The curricula in business are designed to accommodate individuals who wish to pursue business courses in a senior college as well as for those who will find it impossible to continue their formal training beyond the sophomore year.

The business courses offered are as follows:

Freshman Year

Introduction to Business; one semester,
with three hours credit.

Business Mathematics; one semester,
with three hours credit.

Beginning Typing; one semester,
with three hours credit.

Intermediate Typing; one semester,
with three hours credit.

Making a total of twelve hours of business subjects offered during the freshman year.

Sophomore Year

Principles of Accounting; two semesters,
with six hours credit.

Making a total of six hours of business courses offered during the sophomore year, and a total of eighteen hours of business subjects offered during the two-year period.

CHAPTER V

PROGRAM OF SECRETARIAL SCIENCE

The program of Secretarial Science trains the student primarily for assuming the duties of an office worker, with stress placed on the secretary.

At some schools, Secretarial Science is a four year program, and at other schools it is a two year program, however, there are schools that offer both programs.

This program will be studied in accordance with course offerings of the schools under study.

PRAIRIE VIEW A & M COLLEGE

The Business Department at Prairie View offers a two-year training program in Secretarial Science for persons not pursuing an undergraduate degree. The program is designed to prepare students for responsible secretarial positions.

The business courses offered are as follows:

First Year

Introduction to Business; one semester,
with three hours credit.

Elementary Typewriting; two semesters,
with six hours credit.

Beginning Shorthand; two semesters,
with six hours credit.

Making a total of fifteen hours of business subjects offered during the first year.

Second Year

Principles of Accounting; two semesters,
with six hours credit.

Advanced Shorthand; two semesters,
with six hours credit.

Advanced Typewriting; two semesters,
with six hours credit.

Secretarial Practice; two semesters,
with six hours credit.

Making a total of twenty-four hours of business subjects offered during the second year, and a total of thirty-nine hours of business subjects offered during the two year period.

TEXAS SOUTHERN UNIVERSITY

According to the latest available bulletin, there is no program for Secretarial Science.

WILEY COLLEGE

The purpose of the program of Secretarial Science is to prepare the students who desire employment as stenographic, secretarial, and clerical workders.

Wiley offers a four year program and a two-year program. The four year program leads to the Bachelor's Degree with a major in Secretarial Studies, and the two-year terminal course in Secretarial Studies, which will be studied according to business course offerings.

Freshman Year

Beginning Typewriting; one semester,
with three hours credit.

Intermediate Typewriting; one semester,
with three hours credit.

Principles of Business and Occupations; one
semester,
with three hours credit.

Filing and Indexing; one semester,
with three hours credit.

Beginning Shorthand; one semester,
with three hours credit.

Intermediate Shorthand; one semester,
with three hours credit.

Office Appliances; one semester,
with two hours credit.

Business Mathematics; one semester,
with three hours credit.

Making a total of twenty-six hours of business
subjects offered during the freshman year.

Sophomore Year

Advanced Typewriting; one semester,
with three hours credit.

Business Correspondence and Report Writing;
one semester,
with three hours credit.

Secretarial Accounting and Record Keeping;
one semester,
with three hours credit.

Speed Shorthand; one semester,
with three hours credit.

Secretarial Practice and Procedures; one semester,
with three hours credit.

Business Elective; one semester,
with three hours credit.

Accounting Principles I; one semester,
with three hours credit.

Vocational Shorthand and Transcription; one

semester,

with three hours credit.

Principles of Organization and Management;

one semester,

with three hours credit.

Business Elective; one semester,

with three hours credit.

Business Elective; one semester,

with three hours credit.

Making a total of thirty-three hours of business subjects offered during the sophomore year, and a total of fifty-nine hours of business subjects offered during the two-year period.

PAUL QUINN COLLEGE

According to the latest available bulletin, there is no program of Secretarial Science offered at Paul Quinn College.

HUSTON-TILLOTSON COLLEGE

There is no Program of Secretarial Science offered at Huston-Tillotson according to the latest available bulletin.

JARVIS CHRISTIAN COLLEGE

According to the latest available bulletin, there is no Program of Secretarial Science offered at Jarvis Christian College.

BUTLER COLLEGE

There are no course offerings in the Program of Secretarial Science at Butler College, according to the latest available bulletin.

ST. PHILLIP'S JUNIOR COLLEGE

The two-year course of study for Secretarial Science is designed to train students to become efficient secretaries, and hold other responsible office positions.

The business courses offered are as follows:

Freshman Year

Introduction to Business; one semester,
with three hours credit.

Business Mathematics; one semester,
with three hours credit.

Beginning Shorthand; two semesters,
with six hours credit.

Beginning Typing; two semesters,
with six hours credit.

Making a total of eighteen hours of business
subjects offered during the freshman year.

Sophomore Year

Principles of Accounting; two semesters,
with six hours credit.

Advanced Shorthand; two semesters,
with six hours credit.

Advanced Typing; two semesters,
with six hours credit.

Making a total of eighteen hours of business
subjects offered during the sophomore year, and a total
of thirty-six hours of business subjects offered during
the two-year period.

CHAPTER VI

OTHER PROGRAMS IN BUSINESS

Up to this point, the writer has studied three phases of business offerings in the schools under study. They were Business Education, Business Administration, and Secretarial Science.

There are schools that offer other programs as well. This chapter will be devoted to the other course offerings in Business.

The schools under study will be taken in the same order as before.

PRAIRIE VIEW A & M COLLEGE

According to the latest available bulletin, Prairie View's Business Department consist of only Business Education, Business Administration, and Secretarial Science.

TEXAS SOUTHERN UNIVERSITY

In addition to the three phases of business already studied, Texas Southern offers programs in other areas. They are: Accounting and Marketing. The courses of study in these areas are very similiar to those of the three studied previously.

The business course offerings in the Accounting Program are as follows:

Freshman Year

Introduction to Business; two semesters,
with six hours credit.

Beginning Typewriting; two semesters,
with six hours credit.

Business Mathematics; one semester,
with three hours credit.

Making a total of fifteen hours of business subjects offered during the freshman year.

Sophomore Year

Principles of Management; one semester,
with three hours credit.

Introduction to Accounting; two semesters,
with six hours credit.

Office Administration; one semester,
with one hour credit.

Principles of Marketing; one semester,
with three hours credit.

Business Machines; one semester,
with three hours credit.

Making a total of sixteen hours of business subjects offered during the sophomore year.

Junior Year

Intermediate Accounting; two semesters,
with six hours credit.

Federal Income Tax; two semesters,
with six hours credit.

Business Law; two semesters,
with six hours credit.

Making a total of eighteen hours of business subjects offered during the junior year.

Senior Year

Advanced Accounting; two semesters,
with six hours credit.

Auditing; one semester,
with three hours credit.

Cost Accounting; one semester,
with three hours credit.

Business Finance; one semester,
with three hours credit.

Business Statistics; one semester,
with three hours credit.

Internship; one semester,

with three hours credit.

Personal Adjustment to Business; one semester,
with one hour credit.

Making a total of twenty-two hours of business subjects offered during the senior year, and a total of seventy-one hours of business subjects offered during the four-year period.

The business course offerings in the Marketing Program are as follows:

Freshman Year

Introduction to Business; two semesters,
with six hours credit.

Beginning Typewriting; two semesters,
with six hours credit.

Business Mathematics; one semester,
with three hours credit.

Making a total of fifteen hours of business subjects offered during the freshman year.

Sophomore Year

Principles of Management; one semester,
with six hours credit.

Introduction to Accounting; two semesters,

with six hours credit.

Office Administration; one semester,
with one hour credit.

Business Machines; one semester,
with three hours credit.

Principles of Marketing; one semester,
with three hours credit.

Making a total of sixteen hours of business
subjects offered during the sophomore year.

Junior Year

Salesmanship; one semester,
with two hours credit.

Business Statistics; one semester,
with three hours credit.

Business Finance; one semester,
with three hours credit.

Business Law; two semesters,
with six hours credit.

Advanced Marketing; one semester,
with three hours credit.

Fundamentals of Advertising; one semester,
with three hours credit.

Making a total of twenty hours of business

subjects offered during the junior year.

Senior Year

Principles of Retailing; one semester,
with three hours credit.

Personal Adjustment to Business; one semester,
with one hour credit.

Business Writing; one semester,
with three hours credit.

Marketing Research; one semester,
with three hours credit.

Principles of Marketing; one semester,
with three hours credit.

Making a total of thirteen hours of business subjects offered during the senior year, and a total of sixty-four hours of business subjects offered during the four-year period.

WILEY COLLEGE

Wiley College has no other program of Business, according to the latest available bulletin.

PAUL QUINN COLLEGE

According to the latest available bulletin, there

are no other programs listed under Business at Paul Quinn College.

HUSTON-TILLOTSON COLLEGE

There are no other Programs of Business, according to the latest available bulletin.

JARVIS CHRISTIAN COLLEGE

According to the latest available bulletin, there are no other programs listed under Business at Jarvis Christian College.

BUTLER COLLEGE

According to the latest available bulletin, there are no other programs listed under Business at Butler College.

ST. PHILLIP'S JUNIOR COLLEGE

At St. Phillip's Junior College there is a one-year course designed to train men and women for employment as clerks, clerk-typists, file clerks, and other positions in Civil Service and private business. The purpose of the course further is to give re-training courses for persons already in employment who desire to refresh themselves.

The business course offerings are as follows:

Introduction to Business

Business Law

Salesmanship and Advertising

Record Keeping

Business Letter Writing

Beginning and Intermediate Typing

Filing

Office Methods

CHAPTER VII

SUMMARY AND CONCLUSION

SUMMARY

Now that the writer has shown the course offerings, types of existing business programs, and number of hours of business subjects offered at the schools under study; a comparison will be made to determine which school or schools have the most workable program.

The only measuring stick that can be applied to these schools under study will be the schools themselves.

TABLE I
BUSINESS EDUCATION

NAME OF SCHOOL	NUMBER OF HOURS OF BUSINESS SUBJECTS OFFERED
Prairie View A & M College	38
Texas Southern University	55
Wiley College	50
Paul Quinn College	27
Huston-Tillotson College	0 *
Jarvis Christian College	40
Butler College	42
St. Phillips Junior College	0 *

NOTE: * No Program in Business Education

From the study of Table I, thirty-one is the average number of hours of business subjects offered in Business Education at the eight schools under study. So, those schools offering forty or more hours are offering numbers of hours of business subjects above average.

The year that the business course is offered has a great deal to do with the worth of a good business program. As indicated in previous chapters of this study, most of the schools are in accord with year offerings of various courses. Although some vary in the number of hours for a particular course. Those schools that offer a larger number of business hours per four-years have a more developed program.

The only real variation in the programs of the eight schools under study is the number of hours of business course offerings and the quantity of semester hours offered in certain courses. Such as: Prairie View A & M College offers three semester hours of Introduction to Business; whereas Texas Southern University offers six hours of the same course.

From the study of Table II, which shows the number of business subject hours offered in the schools under study. Thirty-six is the average number of hours. This means that there is very little difference in the average number of hours of business subjects offered

TABLE II
BUSINESS ADMINISTRATION

NAME OF SCHOOL	NUMBER OF HOURS OF BUSINESS SUBJECTS OFFERED
Prairie View A & M College	46
Texas Southern University	45
Wiley College	56
Paul Quinn College	0 *
Huston-Tillotson College	34
Jarvis Christian College	48
Butler College	42
St. Phillip's Junior College	18 **

NOTE: * No Program in Business Administration
** Two-year Program

in Business Education and the average number of hours of business subjects offered in Business Administration.

So, the standard does not vary to a great extent, only three hours difference in the two. Also the course

presentation follows closely with that of Business Education with the exception of the omission of teacher preparation courses, and the insertion of more skill courses.

The variation is not too great in the total number of hours offered at each school that has the Business Administration Program. Over half of the eight schools studied, offer above the average number of hours of business subjects according to Table II, which is based on Chapter IV.

From Table III, which is based upon the contents of chapter V, there are only three schools that have programs in Secretarial Science.

These programs are for two-years, and the number of hours of business subjects offered during these two years almost equals the number of hours offered in the four-year program.

A student enrolled in the two-year program will receive all of the skill courses equal to the students in the four-year program of business. The two-year Secretarial Science Program is the one program that seems to train the students adequately, as far as usage to the students.

The writer is primarily interested in three phases

TABLE III
SECRETARIAL SCIENCE

NAME OF SCHOOL	NUMBER OF HOURS OF BUSINESS SUBJECTS OFFERED
Prairie View A & M College	39 **
Texas Southern University	0 *
Wiley College	59 **
Paul Quinn College	0 *
Huston-Tillotson College	0 *
Jarvis Christian College	0 *
Butler College	0 *
St. Phillip's Junior College	36 **

NOTE: * No Program offered
** Two-year Program offered

of Business: Business Education, Business Administration, and Secretarial Science. However, there are other programs offered at some of the schools under study.

Of the eight schools there are two that offer

other programs, they are: Texas Southern University, which offers Accounting and Marketing; and St. Phillip's Junior College, which offers a one-year course designed to train men and women for employment as clerks, clerk-typists, file clerks, and other positions.

CONCLUSION

In view of the findings made from this study, the writer concludes that the business offerings in the schools under study are adequate among themselves, in accordance with the number of hours of business subjects offered during the four or two-year period. That is, the course offerings do not vary a great deal, however, they do vary as to the number of hours offered by the particular schools in this study for certain courses. The writer also concludes that the Business Programs are limited as to a choice of study, because there are only two schools in the study offering more than three programs in Business.

The writer recommends that the heads of the departments of Business in each school organize committees consisting of members of the faculty of the Business Department, to formulate standards so that all the schools will be operating and offering approximately

the same quantity of hours per business subject. The writer means by this statement, that if in Business Education, six hours of Accounting is offered at Prairie View, in the sophomore year, six hours in accounting be offered at Texas Southern University during the same year. This procedure also pertains to the other six schools listed in this study.

The writer also recommends that the Business Programs be expanded in each school to include programs of study beside Business Education, Business Administration, and Secretarial Science. Which is now the extent of what over half of the schools studied are able to offer.

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