



Mt. Vernon Place and the Washington Monument.

The UNIVERSITY of BALTIMORE

IN THE HEART OF THE CITY

St. Paul Street and Mt. Vernon Place

*For the Education of Employed
Men and Women*

LAW - - - BUSINESS - - - GOVERNMENT

October 1, 1925 to May 28, 1926

IN response to the requests of prospective students, the University of Baltimore was founded by a group of educational specialists and professional men with the advice and active co-operation of a number of business men, to provide opportunities for employed men and women to obtain a practical type of college education at night.

In so doing, this new educational institution is contributing toward the growth of the city and the development of its commercial and financial interests.

That which makes a city great and prosperous is not beautiful buildings, imposing monuments, nor spacious markets, but an intelligent and resourceful citizenship. The one thing that makes for material gain, commercial welfare, and social happiness is Education.

THE EXISTENCE OF THE REPUBLIC DEPENDS ON ADULT EDUCATION

By Calvin Coolidge,
President of the United States.

"It is not alone the youth of the land which needs and seeks education, but we have a large adult population requiring assistance in this direction. * * * *
When it is remembered that ignorance is the most fruitful source of poverty, vice, and crime, it is easy to realize the necessity for removing what is a menace, not only to our social well being, but to the very existence of the Republic. A failure to meet this obligation registers a serious and inexcusable defect in our Government. Such a condition not only works a national disadvantage, but directly contradicts all our assertions regarding human rights. One of the chief rights of an American citizen is the right to an education. The opportunity to secure it must not only be provided, but if necessary made compulsory."

—Excerpts from an address to the N. E. A., July, 1924.

"In some way America must continue to provide the opportunities of liberal education for the average man. We must train leaders, we must give of the best to the best, but democracy needs not simply a chosen few, but the elevation of the standards of life and thought among the masses of the people to the fullest extent practicable.

"We need not simply technical and professional schools, business and commercial schools, vocational training, but wide opportunities for liberal study for those who may not be intellectually the most promising. If our existing universities and colleges are compelled to restrict their numbers, others must be supplied. No one who desires and who is reasonably prepared to take advantage of higher education should be denied it in our great democracy because of lack of resources."

—Hon. Charles E. Hughes.

FACULTY

Law School

Hon. Charles W. Heufler	Dean Former Associate Justice, Supreme Court, Baltimore.
Clarence W. Miles	Domestic Relations People's Counsel, Public Service Commission.
Amos W. W. Woodcock	Elem. Law U. S. District Attorney.
Eugene A. Edgett	Criminal Law Asst. State's Attorney.
Jackson R. Collins	Real Property Attorney-at-Law.
J. Stanislaus Cook	Personal Property Attorney-at-Law.

Other members will be added for the second and third years.

School of Business Administration and Government

Maynard A. Clemens, B.S., B.C.S., M.A., Litt. D.	Dean
John E. Bentley, A.M., M.R.E., Th.D.	Psychology Prof. American University, Washington.
Frederick F. Blachly, Ph.D.	Government Professor of Government, University of Oklahoma.
Dale Carnegie, B.C.S., F.R.G.S.	Prof. of Public Speaking Author and Lecturer.
J. R. Eder	Accounting C. P. A. Firm of Eder & Miles, Accountants.
N. Bryllion Fagin, M.A.	English Author and Teacher.
Alton R. Hodgkins, M. A.	Economics Assoc. Prof. National University, Washington.
Victor Ray Jones, M. A.	Modern Foreign Languages Former Asst. Professor, Lafayette College.
Frederick Juchhoff, Ph.D., LL.M.	Accounting C. P. A., Professor, American University, Washington.
P. Lewis Kaye, Ph.D.	Economics Head of Dept. of Economics, Baltimore City College.
Lloyd C. Knabe, B.C.S.	Accounting C. P. A. Firm of Eder and Miles, Accountants.
R. Loran Langsdale, A.B., LL.B.	Advertising President, Maryland Advertising Co.
Stuart Lewis, D.C.L., Ph.D., M.F.S.	Hist. and Govt. Attorney, Mexican-American Claims Commissions.
Alonzo Miles	Accounting C. P. A. Firm of Eder and Miles, Accountants.
R. B. Pue	Real Estate Firm of R. B. Pue & Co., Realtors.
Charles F. Ranft, M.A.	Political Science Instructor, Baltimore Polytechnic Institute.
Ira D. Scott, M.A.	Psychology Psychologist, U. S. Veterans' Bureau, Washington.
Henry E. Spamer, B.C.S.	Auditing C. P. A. Firm of Bartels & Spamer, Accountants.
Jesse W. Spowls, Ph.D.	Sociology Prof. of Psychology, St. Johns College, Annapolis.
Robert B. Stadler, M.A.	Finance Of the War Dept., Washington.
William P. Stedman, M.A.	Salesmanship Gen'l. Agt., National Life Insurance Co.
Edson L. Whitney, Ph.D., D.C.L., LL.D., Litt.D.	Economics Economist, U. S. Department of Labor.
William H. Wilhelm, M.A.	Mathematics Head Dept. of Mathematics, Balto. Polytechnic Inst.

FEES

- I. MATRICULATION FEE—required of Regular and Special students, payable at registration \$10
- II. TUITION FEES

Law School, per season	\$150
School of Business Administration as follows:	
1 Course, one semester, 2 credits	\$20
1 Course, two semesters, 4 credits	35
2 Courses, two semesters, 8 credits	65
3 Courses, two semesters, 12 credits	84
Additional courses at the rate of \$28 each or \$7 per credit.	
- III. GRADUATION FEE—for Diploma or Certificate \$10
- IV. SPECIAL EXAMINATION

Arranged upon request; per subject	\$2
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CALENDAR

1925	
Sept. 14-18	College Entrance Examinations.
Sept. 14-30	Registration Period.
Oct. 1	Instruction begins—First Semester.
Nov. 26-29	Thanksgiving Vacation.
Nov. 30	Instruction resumed.
Dec. 23	Christmas Vacation begins.
1926	
Jan. 4	Instruction resumed.
Jan. 25-30	First Semester Examinations.
Feb. 1	Instruction begins—Second Semester.
Feb. 22	Washington's Birthday—Holiday.
April 2-5	Easter Vacation
May 21-28	Second Semester Examinations.
June 12	Commencement

ADDITIONAL INFORMATION

Registration can be arranged any week day except Saturday, from 9 a. m. to 5 p. m. and 7 to 9 p. m.; Saturdays, 9 a. m. to 1 p. m. For blanks or further information, write, phone, or call; Mr. H. A. King, Executive Secretary, 625 St. Paul Street,

TRAINING FOR THE PUBLIC PROFESSION OF LAW

—“Humanitarian and political considerations unite in leading us to approve of efforts to widen the circle of those who are able to study law. The organization of educational machinery especially designed to abolish economic handicaps—intended to place the poor boy, so far as possible, on an equal footing with the rich—constitutes one of America’s fundamental ideals. It is particularly important that the opportunity to exercise an essentially governmental function should be open to the mass of our citizens. Undoubtedly, there are many ways of attempting to realize this ideal, and some of these ways are bad ways, that defeat their end. Inherently, however, the night school movement in legal education is sound. It provides a necessary corrective to the monopolistic tendencies that are likely to appear in every professional class—tendencies that in some professions may be ignored, but that in a profession connected with politics constitute a genuine element of danger.”

—Training for the Public Profession of Law, Bulletin 15; Carnegie Foundation for Teaching.

THE SCHOOL OF LAW

The study of law has long been recognized as a broad liberalizing form of education. It trains the analytical faculties and develops habits of exactness and dispatch. Related as it is to current questions and affairs, it gives the student an insight into matters of public policy and procedure. In effect, it makes for personal growth and leadership as well as for the stability of the government and the maintenance of order.

ADMISSION TO THE BAR

The laws of Maryland require that applicants should possess at least a high school education and should register with the Court of Appeals before beginning their studies, and, should study law for the minimum time of three years either in a law school or in the office of a member of the Bar of this state.

Since each State fixes the requirements for admission to the bar, standards differ, especially so in the amount of general education which must be possessed by the applicant. In only three states—Kansas, Montana, and Illinois—is antecedent college education required. The American Bar Association, an unofficial organization having no authority over the granting of degrees or admission to the bar, does, however, place a premium upon schools which require students to have at least two years of preliminary college work by listing such institutions as “Approved.”

Such a recommendation administered in the right spirit serves to check immature students, eighteen and nineteen, fresh from high school, from rushing into the legal profession. A broad pre-legal education, dealing with social sciences and human relations would, no doubt, be an admirable preparation for the study of law and would contribute much toward one’s success as a practitioner. This institution, while it provides ample facilities for a college education and encourages students to prepare thoroughly for the study of law and to qualify for a higher degree, does not make this a condition upon mature students. To attempt to do so would thwart their ambitions and cripple their possibilities.

For this reason, the applications of students, regardless of their having 15 units of high school work, which is the first essential for admission, must be approved by the committee of admissions. In some cases, applicants may be advised to take collegiate studies first; in other cases, students may be requested to withdraw because their work does not give promise of satisfactory scholarship.

METHODS OF INSTRUCTION

Briefly stated, the methods employed in this institution consist of the study of text books, lectures to explain and elaborate the text, discussions, quizzes, and the reading of illustrative cases. The aim is to present law as a system of principles and not as a mere aggregation of cases. Though a knowledge of principles may be deduced from the study of a variety of cases, yet the so-called case method is suited only for full-time-high-entrance law schools. According to an authority, it is the “worst possible” in the part-time school.

SESSIONS

Daily except Saturday from 5:40 to 7:40 p. m. Practice court which is required in the second and third years will be held after 8 p. m.

OUTLINE OF COURSES

First Year	Second Year
Elementary Law	Sales
Contracts	Bailment
Criminal Law	Suretyship
Real Property	Common Law Pleading
Personal Property	Evidence
Domestic Relations	Bankruptcy
Torts	Equity and Torts
Agency	Partnership
Insurance	Corporations
	Legal Bibliography
Third Year	Fourth Year
Negotiable Instruments	(Graduate Courses)
Constitutional Law	International Law
Conflict of Law	Admiralty
Wills and Administration	Interstate Commerce Law
Equity Procedure	Amer. Administrative Law
Fed. Pract. & Procedure	Jurisprudence
Maryland Code	

DEGREES

Through an affiliated arrangement the National University, of Washington D. C. will recognize all work done in this Institution and, for the present, will confer upon graduates of the three year course the degree of Bachelor of Laws (LL.B.).



EDUCATION FOR BUSINESS

Business has not always been considered an honorable profession. In early times, the trader was despised as a rogue and a rascal. Cicero expressed the popular contempt for this class by saying, "Those who buy to sell again as quickly as they can are to be accounted vulgar, for they can make no profit except by a certain amount of falsehood, and nothing is meaner than falsehood." Until quite recently, it was believed in England that business, as an occupation, was unfit for a gentleman; in Japan, the commercial man was supposed to belong to a lower caste of society.

Yet it has been ascertained that Business is the source of all national wealth and greatness. Most of the legislation enacted by Congress deals with business and economic questions; such as, tariff, taxation, finance, etc. The business man, too, has risen in social esteem and is considered to be a person of considerable power and importance.

Business has likewise undergone many changes. It is no longer engaged in simply to make a profit, but also to render a service. The manager of a big concern is obliged to conduct his affairs in accord with recognized economic and social laws which can not be disregarded without suffering the consequences. Higher ideals and standards of procedure now prevail.

Through the applications of science, business has become very complex and very highly organized. It may be subdivided into Industry—Extractive and Manufacturing, Transportation, Finance, and Merchandising or Marketing. In each department a special technique has been developed.

It is now almost impossible for a young man to enter one of these departments, learn entirely by actual contact the general principles and the specific procedure of his work, and gain that ability to qualify him for the position of chief executive of his concern. Such an attempt would be wasteful of time and effort. Valuable though experience be, it is often dearly bought. Experience alone without a clear understanding of the principles involved does not suffice for modern needs. Hence, a school of Business Administration in which ambitious young men and women may acquire the knowledge necessary for successful commercial careers is an absolute necessity. The University of Baltimore endeavors to fill this need.

It is now generally recognized by commercial specialists that the business man conducts his work in a physical and social environment in which knowledge of environmental and social forces—knowledge of men and how to handle them—is as necessary as technical expertness. Accordingly, during the first two years, social and academic studies are presented. These basic studies include: Economic Resources, dealing with the geographic and climatic differences and effects, Economics, Government, History, etc. Superimposed upon these, during the last two years, are specialized technical subjects pertaining to the vocation in which the student is interested.

"The changed scope, character and methods of modern business have united to demand men with a training superior to anything that was ever needed before, as the successful commercial leaders of the future. That general training cannot be had in the highly specialized process of the routine work of the office. The practical school of experience is too wasteful as a teacher of general principles. There will, of course, be the exceptional man who will come up through that routine training and dominate his field by the force of his intellect, but in the main the new conditions of affairs demand a superior training such as only the schools can give."

FRANK A. VANDERLIP,

School of Business and Government

“**Y**OU prosper just in proportion to the prosperity of the average man with whom you are brought into business contact. If the masses of the people are poor and ignorant, every individual, every interest, every industry in the community will feel and register the pulling-down power of their backwardness as inevitably as the thermometer records the temperature of the air.

“The merchants will have poorer trade, the doctor and lawyer smaller fees, the railroad diminished traffic, the banks smaller deposits, the preacher smaller salaries, and so on. Every man who through ignorance, lack of training, or by reason of any other hindering cause, is producing or earning only half as much as he ought, by his inefficiency is making everybody else in the community poorer.”

“Asia’s Greatest Lesson for the South.”—

CLARENCE H. POE.

THE AIMS AND ORGANIZATION OF THE SCHOOL OF BUSINESS AND GOVERNMENT

The aims of the school are:

1. To give instruction to employed men and women in governmental and business principles for cultural and practical purposes; and

2. To develop business executives and specialists.

There are two departments in the School—Business and Government. In the department of Business three courses have been provided—(1) Accounting, (2) Banking and Finance, and (3) General Business, leading to the degree of Bachelor of Business Administration, (B.B.A.). In the department of Government, one course in Political Science has been provided, leading to the degree of Bachelor of Arts, (A.B.). This degree will also be conferred upon students who complete three years in the school of Business Administration and one year in the Law School.

In each course, students will be required to complete a certain number of Law subjects in order to qualify for a degree. Instruction in these may be obtained in the Law School which is in session each evening from 5:40 to 7:40 o'clock.

ADMISSION

The School of Business and Government is open to four classes of students, as follows:

I. Regular Students—are those who possess a high school education or its equivalent and who matriculate as candidates for a Bachelor’s degree.

II. Special Students—are those of mature age who lack a complete high school education but who

can profit from the instruction. Such students can not obtain a degree, but will receive upon the completion of one of the regular courses a Certificate of Graduation. A special student who before graduation absolves satisfactorily all entrance conditions will be reclassified as a Regular Student.

A Certificate of Proficiency will be issued any student who accomplishes work amounting to 72 credits.

III. Unclassified Students—are admitted without any conditions to classes which may be of interest and benefit to them. Such students are limited to one or two courses. They are required to pay only the special class fee—no matriculation fee. Those who desire to take more than two courses should matriculate as either Regular or Special students.

IV. Graduate Students—Graduates of this or similar collegiate institutions who wish to take work for a higher degree are required to re-matriculate. They will be assigned to a professor in charge of the subjects of their major interest who will advise them.

SESSIONS

Regular classes are held on Monday, Wednesday and Friday evenings, some from 6:30 to 8:10 p. m. and others from 8:10 to 9:50 p. m. A few special classes are held on Tuesday and Thursday evenings from 8:10 to 9:50 p. m.

DEGREES

Through an affiliated arrangement, the National University of Washington, D. C. will recognize all work done in this Institution and, for the present, confer degrees upon the graduates.

“I have continually advocated the extension of part-time, evening, Americanization and vocational classes. In my judgment, nothing is more indicative of the stable and sterling character of our citizenship than their interest in the improvement of those of mature years who because of circumstances over which they had no control were deprived of an early opportunity for education.”

—Governor Alfred E. Smith of New York.

"It has often been said that lack of funds is a distinct handicap in going to college, and there are cases where an excessive amount of outside work caused difficulties. But, on the whole, in the training of young men and women in which the college is engaged, outside work for partial or even complete self-support is an asset rather than a liability.

"An over-supply of funds is a far more serious handicap in getting a college education. Many a fond parent has ruined his son's course with a monthly allowance far in excess of his necessities and his legitimate pleasures."—Registrar Foster of the University of Kansas.

OUTLINE OF COURSES

The first two years are common to all courses. In addition to the studies listed below, students are required to complete 24 credits in Business Law. Unless otherwise specified, each subject carries 4 credits.

1st Year	2nd Year
• Bus. Mathematics	Elementary Accounting I-II
American Government	*** Business English
Economic Resources	Business Organization 2
General Psychology	Office Management 2
** English I-II	European Economic Hist. 2
Elective	U. S. Economic History 2
	Principles of Economics
	Elective

* Students unable to handle Business Mathematics should take a course in Elementary Mathematics (largely Algebra) carrying no credit.

** Students unable to handle Freshman English should take a course in Elementary English which carries no credit.

*** In exceptional cases, any other course of English or a Modern Foreign Language may be elected.

ACCOUNTING COURSE

3rd Year	4th Year
Income Tax Procedure 2	Business Finance 2
Money and Banking 2	Corporation Finance 2
Applied Psychology	Auditing
Advanced Accounting III-IV	Statistics 2
Personnel Administration	Business Forecasting 2
Cost Acct'g. & System Bldg.	C. P. A. Problems
Elective	Elective
	Elective

BANKING AND FINANCE

3rd Year	4th Year
Public Finance 2	Business Finance 2
Money and Banking 2	Corporation Finance 2
Applied Psychology	Practical Banking 2
Salesmanship	Foreign Exchange 2
Investments	Public Utilities 2
Marketing	Taxation 2
Elective	Statistics 2
	Business Forecasting 2
	Public Speaking 2
	Elective

GENERAL BUSINESS

This course is intended for those who have not made up their minds concerning their major vocational interests, or who may wish to take subjects pertaining to a specialized business, not outlined, such as, Real Estate, Advertising, Merchandising, Journalism, etc.

3rd Year	4th Year
Applied Psychology	Business Finance 2
Personnel Administration	Corporation Finance 2
Elective	Public Speaking
"	Elective
"	"
"	"

POLITICAL SCIENCE

In addition to the studies listed below, students will be required to complete 24 credits in Law subjects which should include International Law. Unless otherwise specified, each subject carries 4 credits for the season.

1st Year	2nd Year
American Government	** English III-IV
Economic Resources	Foreign Language I-II
* English I-II	Comparative Government
Political Science	European and U. S. Economic History
Municipal and County Govt.	Principles of Economics
American History	English History

* Students unable to handle Freshman English should take the course in Elementary English which carries no credit.

** In exceptional cases, any other course of English may be elected.

3rd Year	4th Year
Public Finance 2	Taxation 2
Money and Banking 2	Public Utilities 2
Modern European History	Sociology 2
Industrial Relations 2	Social Problems 2
Government & Business 2	American Diplomatic Hist. 2
Foreign Language III-IV	Latin Amer. Hist. & Govt. 2
Social Psychology	Public Speaking
Economic Problems	Party Government 2
	Amer. Political Theories 2
	Foreign Language V-VI

SPECIAL AND ELECTIVE SUBJECTS

Although Unclassified Students are permitted to register for any class in which vacancies exist, as explained on page 3, yet the following subjects especially are open to them. Students of the General Business Course may elect subjects from this list to complete their programs.

Advertising	Literature—Modern
Argumentation	Prin. of Education
Foreign Trade	Real Estate Principles
Journalism	Short Story Writing
Literature—American	Social Tendencies
Literature—English	Vocational Advisement



Courses for Men and Women - Law, Business, Government



UNIVERSITY OF BALTIMORE
St. Paul St. and Mt. Vernon Place
BALTIMORE, MD.

STATEMENT OF DR. ELIOT:

Speaking of schools of commerce and business administration, some years ago, ex-President Eliot, of Harvard, said: "I believe commerce and industry in their higher ranges to be eminently intellectual pursuits, and I know of no other intellectual calling for which a professional school is not now provided. It used to be the fashion to study medicine by cleaning the doctor's horse and buggy, grinding his drugs, and driving around with him to make his calls; and to study law by copying deeds and briefs in a lawyer's office, and reading books taken from the lawyer's little library in the intervals of clerical labor, but the world has now learned that there is a better way of studying medicine and law; namely, by going to a professional school, where progressive, systematic instruction rapidly developed is to be had. To deny that young men may be systematically trained for industry and commerce is to assert that industry and commerce are merely imitative arts to be acquired only by seeing other people do the tricks and then practicing them. In industry and commerce all things are become new; new methods of preparing young men for these occupations must be invented with discriminating foresight, established with prudence, and maintained with liberality."