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THE CURRICULA

SECOND YEAR

<i>Fall Semester</i>		<i>Spring Semester</i>
Com. 305—Bus. Law)	Com. 306—Bus. Law
or) 3	or
Com. 257—Inter. Acct.)	Com. 258—Inter. Acct.
Com. 221—Dict. & Trans.	3	Com. 222—Dict. & Trans.
Com. 333—Marketing	3	Com. 335—Advertising
Com. 334—Sales Methods	3	Com. 322—Sec. Practice
Com. 253—Office Machines	2	Com. 325—Filing
Approved elective	2	Approved electives

GRADUATE PROGRAM IN COMMERCE

The teaching minor in commerce at the graduate level is intended to develop further those who already possess the basic skills and information needed to teach business subjects. The program is designed primarily to broaden the fields of knowledge and increase the capacity of each student to recognize, understand, and solve problems more thoroughly and efficiently, and to understand the process by which factual information is discovered, developed, evaluated, and established.

At least ten semester hours, depending upon the scope of the student's undergraduate courses in commerce, and coordinating with the courses required for the major in education on the graduate level, chosen from the following courses, with the approval of the minor adviser, who is Head of the Commerce Department, are required to complete this minor.

Com. 683—Comparative Economic Systems	2 hours
Com. 684—History of Economic Thought	2 hours
Com. 685—Advanced Economic Theory and Analysis	2 hours
Com. 518—Office Management and Personnel Problems	2 hours
Com. 531—Teaching of Business Subjects	2 hours
Com. 560—Government in Business	2 hours
Com. 561—Distributive Education in the Secondary School	2 hours
Com. 563—The Teacher in the Modern Economic World	2 hours
Com. 564—Employer - Employee Relations	2 hours
Com. 566—The Business Curriculum	2 hours
Com. 587—Current Economic Problems	2 hours

DESCRIPTION OF COURSES

ACCOUNTING

Com. 157-158 Principles of Accounting I-II (4-4)

The function, construction, and interpretation of fundamental books of record based on the theory of double entry.

Com. 257-258 Intermediate Accounting I-II (3-3)

Analysis of individual items on the balance sheet, profit and loss statement, manufacturing statement, with reference to installment sales, joint ventures, partnerships and corporations, and consolidated statements.

Prerequisites: Com. 157-158

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