

STATUS AND TRENDS OF THE COURSE IN JUNIOR BUSINESS TRAINING
IN THE SCHOOLS OF KANSAS

By

Herbert S. Madaus

STATUS AND TRENDS OF THE COURSE IN JUNIOR BUSINESS TRAINING
IN THE SCHOOLS OF KANSAS

By

Herbert S. Madaus

Bachelor of Science

Southwest Missouri State Teachers College

Springfield, Missouri

1939

Submitted to the Department of Business Education

Oklahoma Agricultural and Mechanical College

In Partial Fulfillment of the Requirements

for the Degree of

MASTER OF SCIENCE

1949

APPROVED BY:

OKLAHOMA
AGRICULTURAL & MECHANICAL COLLEGE
LIBRARY
AUG 24 1949

Andrew Holley
Chairman, Thesis Committee

Robert A. Lowry
Member of the Thesis Committee

Andrew Holley
Head of the Department

D. E. McIntosh
Dean of the Graduate School

236680

ACKNOWLEDGMENT

The writer expresses his sincere appreciation:

To Dr. J. Andrew Holley, under whose supervision this study was made, for his counsel and assistance;

To Mr. Ralph Stinson, Kansas State High School Supervisor, and his staff, whose cooperation made possible the collection of the data for this study;

To Mr. Jess W. Hiley, Kansas Representative of the South-Western Publishing Company, for furnishing the information concerning textbooks.

TABLE OF CONTENTS

	Page
Table of Contents	v
List of Tables.	vi
List of Charts	ix
CHAPTER	
I. PURPOSE, SCOPE, AND METHODS OF THIS STUDY.	1
II. GROWTH AND DEVELOPMENT OF THE COURSE IN JUNIOR BUSINESS TRAINING.	9
III. FINDINGS15
IV. SUMMARY OF FINDINGS AND CONCLUSIONS.80
Bibliography.87
Appendix.88

LIST OF TABLES

Table	Page
I. Number and Per Cent of Junior and Senior High Schools Offering Junior Business Training in Kansas	17
II. Number and Per Cent of Schools Offering Junior Business Training in Kansas and General Business in Oklahoma	18
III. Number and Per Cent of Students Enrolled in Junior Business Training in Kansas Junior and Senior High Schools	20
IV. Number and Per Cent of Kansas Junior and Senior High Schools Offering Junior Business Training	22
V. Students Enrolled in Junior Business Training in Kansas Junior and Senior High Schools.	26
VI. Distribution of Junior High Schools in Kansas Offering Junior Business Training According to Size of School.	29
VII. Distribution of Senior High Schools in Kansas Offering Junior Business Training According to Size of School.	30
VIII. Distribution of Student Enrollment in Junior Business Training in Kansas Junior High Schools According to Size of Schools.	31
IX. Distribution of Student Enrollment in Junior Business Training in Senior High Schools of Kansas According to Size of School.	33
X. Number and Per Cent of Kansas Senior High Schools Offering Junior Business Training by Classes of Accrediting.	36
XI. Number and Per Cent of Students Enrolled in Junior Business Training in Kansas Senior High Schools by Classes of Accrediting	38
XII. Number of Junior High Schools in Kansas Offering Junior Business Training According to Type of School Organization.	39
XIII. Number of Senior High Schools in Kansas Offering Junior Business Training According to Type of School Organization.	41
XIV. Number of Different Junior and Senior High Schools in Kansas Offering Junior Business Training During the Two-Year Period 1946-1947 and 1947-1948.	42
XV. Number of Junior and Senior High Schools in Kansas Offering One-Semester and One-Year Courses in Junior Business Training.	47

LIST OF TABLES (Continued)

Table	Page
XVI. Number of Junior High Schools in Kansas Offering Junior Business Training on Indicated Grade Levels.	48
XVII. Number and Per Cent of Kansas Senior High Schools Offering Junior Business Training on Indicated Grade Levels	50
XVIII. Number of Senior High Schools in Kansas Offering Junior Business Training on Indicated Grade Levels According to Size of School	51
XIX. Number of Senior High Schools in Kansas Offering Junior Business Training on Indicated Grade Levels According to Class of Accrediting	53
XX. Number of Senior High Schools in Kansas Offering Junior Business Training on Indicated Grade Levels According to Type of School Organization.	55
XXI. Number of Kansas Junior High Schools Reporting Various Titles for the Course in Junior Business Training.	57
XXII. Number and Per Cent of Kansas Senior High Schools Reporting Various Titles for the Course in Junior Business Training.	58
XXIII. Number of Senior High Schools Reporting Various Course Titles According to Size of School	60
XXIV. Number of Senior High Schools Reporting Various Course Titles According to Class of Accrediting	62
XXV. Number of Senior High Schools in Kansas Reporting Various Course Titles according to Type of School Organization	63
XXVI. Number of Junior High Schools Offering Junior Business Training and Other Business Subjects	65
XXVII. Number and Per Cent of Senior High Schools in Kansas Offering Junior Business Training and Other Business Subjects	66
XXVIII. Number of Junior Business Training Teachers in Kansas High Schools with Indicated Subject-Matter Field Preparation.	69
XXIX. Number and Per Cent of Junior Business Training Teachers in Kansas Senior High Schools with Indicated Subject-Matter Field Preparation	70

LIST OF TABLES (Continued)

Table	Page
XXX. Number of Kansas Senior High School Junior Business Training Teachers with Indicated Subject-Matter Field Preparation According to Size of School.	72
XXXI. Number of Kansas Senior High School Junior Business Training Teachers with Indicated Subject-Matter Field Preparation According to Class of School Accrediting . . .	73
XXXII. Number of Kansas Senior High School Junior Business Training Teachers with Indicated Subject-Matter Field Preparation According to Type of School Organization . . .	74
XXXIII. Certification of Kansas Junior High School Junior Business Training Teachers	76
XXXIV. Certification of Kansas Senior High School Junior Business Training Teachers.	77
XXXV. Textbooks Used for the Course in Junior Business Training in Kansas Junior and Senior High Schools	79

LIST OF CHARTS

Chart	Page
I. The Number of Junior and Senior High Schools of Kansas Offering Junior Business Training.	23
II. The Number of Students Enrolled in Junior Business Training in Junior and Senior High Schools of Kansas . . .	27
III. Distribution by Counties of the Different Junior High Schools of Kansas Offering Junior Business Training During the Two-Year Period, 1946-1947 and 1947-1948. . . .	44
IV. Distribution by Counties of the Different Senior High Schools of Kansas Offering Junior Business Training During the Two-Year Period, 1946-1947 and 1947-1948. . . .	45

CHAPTER I

PURPOSE, SCOPE, AND METHODS OF THIS STUDY

Introduction. The course in junior business training has been offered in different departments of the high schools, called by different names, and taught by teachers of varying qualifications. The course is not included in the State Course of Study for the schools of Kansas. At present there is no state-adopted textbook for the course.

Investigation of recent research revealed that no studies have been made in Kansas concerning the status of the course in junior business training or the trends of the course during recent years.

This study is intended to present facts to show the status of the first course in basic business education with regard to extent of offering, grade placement, and title of the course.

This information should be helpful to the State Department of Public Instruction by presenting information showing a need for inclusion of the course in junior business training in the State Course of Study. It should also be helpful to business teachers, school administrators and teacher training institutions by showing the status of the course. When this information is known, the course may be better organized and teachers may be better trained to teach junior business training.

Purpose. The (purpose of this study is to determine from official records of the State Department of Public Instruction, the present status of the course in junior business training in Kansas secondary schools, and to present facts for selected years during the past twelve years to reveal current practices and trends.) Specifically, the study seeks answers to the following questions:

1. How extensively was junior business training offered?

- a. Number and per cent of the total number of high schools in Kansas offering the course in junior business training.
 - b. Number and per cent of the total number of junior high schools in Kansas offering the course in junior business training.
 - c. Number of junior high schools offering junior business training, classified according to size of school.
 - d. Number of senior high schools offering junior business training, according to size of school.
 - e. Number of senior high schools offering junior business training, according to class of accrediting.
 - f. Number of senior high schools offering junior business training, according to type of organization.
 - g. Total number of junior high schools and senior high schools offering junior business training during the two year period 1946-1947 and 1947-1948, and distribution of schools offering junior business training by counties.
2. Whether the course in junior business training was offered for one year or one semester?
 3. What was the grade placement of the course in junior business training
 - a. In junior high schools?
 - b. In senior high schools, according to
 - (1) Size of schools?
 - (2) Class of accrediting?
 - (3) Type of organization?
 4. What other business subjects were taught in schools offering junior business training
 - a. In junior high schools?

- b. In senior high schools?
5. Under what title was the course in junior business training offered
- a. In junior high schools?
 - b. In senior high schools according to
 - (1) Size of school?
 - (2) Class of accrediting?
 - (3) Type of organization?
6. What was the subject-matter field preparation of the junior business training teacher
- a. In high school, according to
 - (1) Size of school?
 - (2) Class of accrediting?
 - (3) Type of organization?
 - b. In junior high school?
7. What textbooks were used for the course in junior business training in 1947-1948?

Scope. All junior and senior high schools accredited by the State Board of Education for the school years 1936-1937, 1940-1941, 1945-1946, 1946-1947, and 1947-1948 were included in this study. These schools included Indian Schools, Parochial Schools, Girl's Industrial Schools, Community High Schools and Public Schools. There were 783 schools in 1936-1937; 767 schools in 1940-1941; 754 schools in 1945-1946; 740 schools in 1946-1947; and 732 schools in 1947-1948.

These particular years were selected to be studied for two reasons. First, on the assumption that the major growth of the course in junior business training has taken place during the past twelve years; and second

so that the findings of this study could be compared with the findings of a study that was made in Oklahoma in 1946, and with the results of other studies that are being made in Missouri and Arkansas. Thus, it should be possible to show the status and trends of the first course in basic business education throughout a four-state area.

This study was based primarily on the reports and records of the State Department of Public Instruction. Some of the reports were not completely filled in; consequently, letters were mailed to 29 schools asking for information that had been omitted from the reports. Answers were received from 23 of these 29 schools. The information concerning the textbooks used in 1947-1948 was secured from Mr. Jess W. Wiley, the State Representative of the South-Western Publishing Company, since the State Department of Public Instruction did not have this information.

No attempt was made to study aims, objectives, or methods of teaching the course.

Sources of Data. This study was based on official records, reports, and publications of the State Department of Public Instruction; questionnaires sent to 29 schools; and information obtained from the Kansas Representative of the South-Western Publishing Company. The primary sources of data were the "High School Principal's Organization Report" and "Junior High School Principal's Organization Report". These forms must be submitted annually by each high school and junior high school to the State Department of Public Instruction.

"Any high school wishing to have its work accredited by the State Department of Public Instruction shall file annually the High School Principal's Organization Report. This report shall be filled out accurately and completely and filed with the State High-School Supervisor, not later than October 15 of each year".¹

¹Kansas Secondary School Handbook, State Department of Public Instruction, 1948, p. 28.

"As far as the standards for accredited high schools are possible of application, they shall apply to junior high schools".²

These forms are used as one of the bases for accrediting the school. The reports for 29 schools were not completely filled out concerning the course in junior business training, and questionnaires were sent requesting the omitted information. Replies were received from 23 of the 29 schools. Blank copies of Junior and Senior High School report forms are included in the appendix as Appendices B and C, respectively.

Other sources from which requirements for accrediting junior and senior high schools, recommendations for grade placement of junior business training, and classification of senior high schools and junior high schools were obtained include the Kansas Secondary School Handbook and the Kansas Educational Directory. The Kansas Secondary School Handbook is published annually by the State Superintendent of Public Instruction and includes information and instructions concerning types of organization, general program of studies, and classification and accrediting of schools. The Kansas Educational Directory is published annually by the State Department of Public Instruction and is based on information contained in the "High School Principal's Organization Report" and the "Junior High School Principal's Organization Report".

Methods and Procedure. The normative survey method of research was selected as most practicable for this study. A check list of questions concerning various aspects of the course in junior business training was prepared, using as guides the data sheet in an unpublished Master's Thesis by Glenn D. Overman, Status and Trends of the Course in General Business in the Schools of Oklahoma, Oklahoma Agricultural and Mechanical College,

²Ibid., p. 25.

1946, and a blank form of the Kansas High School Principal's Organization Report. The items on the check list were arranged in the same sequence as the information appeared on the High School Principal's Organization Report forms in order to facilitate gathering of the data. The check list was mimeographed as a data sheet. A copy of the data sheet is included in the Appendix, as Appendix A.

The records and reports of the State Department of Public Instruction, on file in the State Capitol Building, Topeka, were chosen as the main source of data. Upon request to the State Department of Public Instruction, permission was granted to obtain information from their files.

Information concerning the textbooks used in Kansas secondary schools for the course in junior business training was not available from the records on file in the offices of the State Department of Public Instruction. The records on file in the office of Mr. Jess W. Miley, Topeka, Kansas, were selected as the best available source for this information. In a personal interview, Mr. Miley gave permission for information to be taken from the files in his office. Mr. Miley is the Kansas Representative of the South-Western Publishing Company.

After the needed information had been taken from the records and entered on the data sheets, the data sheets were sorted into groups to facilitate the tabulation of data regarding the topics listed in the statement of the purpose of this study.

The information was then summarized in 35 tables and 4 charts and the findings analyzed and reported.

Definitions. The following definitions are given for terms that are used in this study.

Junior business training is the first course in basic business education, designed to enable the learner to understand, to appreciate

and to perform intelligently the basic business functions of living, irrespective of the particular occupation followed. Some other names for the same type course are "General Business", "Business Training", "Junior Business", "Business Science", and "General Business Science". The title "Junior Business Training" is used throughout this study because that title is used in the primary source of data, "High School Principal's Organization Report".

A course is the "organized subject matter which is offered within a given period of time and for which credit toward graduation or certification is usually given."³

A junior business training teacher is considered to be the individual responsible for classroom instruction in the junior business training course as defined in this study.

An accredited high school is defined as any high school listed in the annual Kansas Educational Directory as having met the standards for accrediting secondary schools as they appear in the Kansas Secondary School Handbook, pages 29 to 43, inclusive.

A junior high school, as defined by the Kansas Secondary School Handbook, page 24, shall include two or more of the first three years immediately following the first six years of school instruction. Six schools reported a 6-6 type of school organization and offered junior business training in grades 7 or 8. These schools are included in the junior high schools throughout this study.

A school is "an organized group of pupils pursuing defined studies at defined levels and receiving instruction from one or more teachers - -

³Carter V. Good, Dictionary of Education, p. 106.

usually housed in one building or group of buildings."⁴

A school, as defined above, differs from a school system, which is "all the schools operating within the limits of the school district and under the authority of the board of education."⁵

A grade is a "major division of the instructional program, representing the work of one school year."⁶

A grade level is a "measure of educational maturity stated in terms of the school grade attained by the individual pupil or a group of pupils at any time."⁷

⁴Ibid., p. 358.

⁵Kansas Secondary School Handbook, 1948, p. 12.

⁶Good, op. cit., p. 187.

⁷Ibid., p. 188.

CHAPTER II

GROWTH AND DEVELOPMENT OF THE COURSE IN JUNIOR BUSINESS TRAINING

Early Growth of Junior Business Training. The course in junior business training was originally developed as a terminal course to be taught in junior high schools for those students who did not go on to high school. In 1929 in the junior high schools there was a general increase in the introduction of appropriate junior business training courses.⁸

A definite interest in junior business training was shown by the United States Office of Education in the period 1927 to 1932, which is evidenced by the following statements:

The outstanding events in secondary commercial education during the past year center around curriculum revision..... The outstanding contributions pertaining to the junior high schools were (1) the report "Junior Commerce Curriculum" by the department of superintendence, National Education Association and (2) "The Course of Study for Junior Business Training", published by the Board of Education, Philadelphia, Pennsylvania. The tendency is definitely toward introducing general business information, elementary clerical content, and typewriting in these schools.⁹

In order to be of help to school administrators, teachers and curriculum workers in this rapidly developing field, the office provides a variety of service files, exhibits, and circulars in important aspects of commercial education. The past year has seen the completion of the following aids:

1. A bibliography on junior business education. This aims to provide a summary of the progress, problems, and trends of commercial education on the junior high school level. The report shows a change in the objectives and content from an emphasis on specialized job training for drop-outs to a new emphasis on general economic and business information that should be the heritage of all eighth and ninth grade pupils.¹⁰

⁸Annual Report of the Commissioner of Education, June 30, 1929, p. 18. Washington: United States Government Printing Office.

⁹Annual Report of the Commissioner of Education, June 30, 1932, pp. 28-29. Washington: United States Government Printing Office.

¹⁰Report of the Commissioner of Education, June 30, 1927, pp. 14-15. Washington: United States Government Printing Office

In 1928, 86,629 students out of 2,896,630 students in schools reporting enrollment in school studies were enrolled in Elementary Business Training. The 86,629 represents 2.99 per cent of the total 2,896,630 students for the year 1928.

In 1934, 275,398 out of a total 4,496,514 students were enrolled in Elementary Business Training. This means that 6.12 per cent of the total students reported upon for the year 1934 were enrolled in Elementary Business Training.¹¹

Change in Objectives of the Course in Junior Business Training. The (course in junior business training is no longer considered as a vocational course in business training to enable students who drop out of school to obtain employment.)

(Junior business training is now considered as a course which will enable the learner to understand, to appreciate, and to perform intelligently the basic business functions of living, irrespective of the particular occupation followed.) As such, it provides exploratory experiences, is useful for guidance purposes, and develops economic literacy. Basic business education provides a fundamental business vocabulary; it provides much information which contributes to occupational intelligence; and it makes possible more efficient and intensive occupational education.

Content of the Course in Junior Business Training. The (content of the junior business training course may vary because of the different textbooks used and also because of the difference in individual teachers.) Some schools allow the students to suggest topics for study, and these may vary according to differences in geographical and industrial locations.

¹¹Statistical Summary of Education, 1937-1938; Bulletin No. 2, 1940, Chapter 1, pp. 24-25. Federal Security Agency, United States Office of Education. Washington: United States Government Printing Office.

The topical outline of General Business, Complete Fourth Edition, by Crabbe and Salsgiver is given below to suggest the type of course as considered in this study. This textbook was chosen as the sample because it is used in more schools in Kansas than any other one textbook for the course.

- I. Our Business Environment
- II. Our Money and Banking Services
- III. Thrift
- IV. Spending Money Wisely
- V. Sharing Economic Risks
- VI. Accumulating Savings
- VII. Travel
- VIII. Using Our Communication Services
- IX. Our Means of Shipping Goods
- X. Keeping and Finding Useful Information
- XI. Business and Society¹²

Grade Level. The (course in junior business training was originally developed as a vocational course to be taught in the ninth or tenth year for those students who dropped out of school.) As time passed, the age limits for compulsory school attendance were raised and, at the same time, most states passed rigid child labor laws. These factors made it more difficult for youngsters of fourteen or fifteen years of age to drop out of school and secure business jobs. (Instead of the course being dropped, the nature of its subject-matter was changed. The revised course was designed to be taught in the ninth grade.) The following statement taken from an official publication of the New York State Education Department

¹²Crabbe and Salsgiver, General Business, Complete Fourth Edition, pp. vii-x.

represents the opinion of many business educators, not only in New York State, but also throughout the United States:

Introduction to business (the name used in New York) is a ninth-year subject and in schools organized on the 8-4 plan it should be placed definitely in the ninth-year program. Eleventh and twelfth grade pupils should not be permitted to elect this subject.¹³

In actual practice "The place of the subject (general business) in the curricula varies considerable from the seventh grade to the eleventh and twelfth grade."¹⁴

Overman found that in Oklahoma the course was offered on all grade levels and combinations of grade levels of the grades 7 to 12, inclusive.¹⁵

Length of Course. The course in junior business training was designed as a general training course for all students and most of the textbooks have been written for a one year course.)

The business information and the elementary skills taught in general business will be used by every farmer, every mechanic, every retailer, every professional man, and every housewife in the community. In fact, it is almost safe to say that no other high school subject, except English, will be used more often, by a large proportion of the high school graduates, than general business, and the subject should, by all means, be taught. A full year may be devoted to it.¹⁶

Abridged editions of several textbooks are available for schools that prefer to offer junior business training for one semester only.

Course Titles. The title "junior business training" is used throughout this study because that title is used by the Kansas State Department

¹³Introduction to Business, New York State Education Department, 1939, p. 5.

¹⁴Benjamin R. Haynes, "The Teaching of Everyday Business", National Commercial Teachers Federation, Sixth Yearbook, 1940, p. 429.

¹⁵Glenn D. Overman, "Status and Trends of the Course in General Business in the Schools of Oklahoma", p. 86. Unpublished Master's Thesis of Oklahoma Agricultural and Mechanical College, 1946.

¹⁶R. C. Walters, "The Business Curriculum", Monograph 55, South-Western Publishing Company, 1942, pp. 32-33.

of Public Instruction in the "High School Principal's Organization Report" and in the "Junior High School Principal's Organization Report".

The proper name for the subject is still a matter of controversy.

R. G. Walters, Director of Teacher Training and Personnel Officer, Grove City College, Pennsylvania, prefers the term "general business".

Originally, it was called "junior business training". This designation was suitable as long as the subject was intended to prepare drop-out students for junior business jobs. But after the nature of the subject had changed and it no longer prepared students for junior business jobs, many educators felt that the name "junior business training" was not suitable. Consequently, a number of new names were substituted for the old one.

In some localities it is spoken of as "elementary business", in some as "introduction to business", in some as "everyday business", and in still others as "general business". I prefer the term "general business". In the first place, the name "general business" gives teachers and students a better concept of its purpose and content by enabling them to draw an analogy between it and similar subjects in other fields, especially "general science" and "general mathematics".

I also believe it is advisable to use a name for the subject which does not include the word "training" because this word is applied primarily to the acquirement of skill. One is trained in the operation of a typewriter, but one is taught the principles of business law. As general business not only includes skills but also principles and information as well, the use of "training" in connection with the name is somewhat questionable.¹⁷

Teacher Preparation for Teaching Junior Business Training. There are no specific credit requirements for the teacher of general business, and there is also no agreement as to the general subject-matter field preparation required of the teacher.

Haynes recommends that the business teacher be the teacher selected for the general business teacher.

Because the content of the course is concerned with business principles and practices, it may be assumed that those teachers, who by training and experience, are most conversant with these

¹⁷Walters, op. cit., p. 12

business principles and practices should be charged with the responsibility of providing the instruction.¹⁸

Junior Business Training in Kansas. Up to the time this study was made, junior business training was not included in the state course of study. There were no state-adopted textbooks for the course in 1947-1948, but in 1946-1947 there were four state-adopted textbooks from which schools could select the book they desired to use.

The Kansas State Department of Public Instruction recommends that junior business training be taught in the ninth or tenth year for 1 or 2 semesters and that $\frac{1}{2}$ or 1 unit of credit be given.¹⁹

¹⁸Haynes, op. cit., p. 427

¹⁹Kansas Secondary School Handbook, State Department of Public Instruction, 1948, p. 12.

CHAPTER III

FINDINGS

In Chapter I the purpose of this study is stated, scope and limitations are defined, and methods and procedure outlined.

In Chapter II the early growth and development of the course in junior business training are reviewed.

In this chapter the findings of this study are presented in tabular form and are analyzed and discussed.

In determining the status and trends of the junior business training course in Kansas, data for the school years 1936-1937, 1940-1941, 1945-1946, 1946-1947, and 1947-1948 were assembled, tabulated and analyzed in order to find the answers to the following questions:

How extensively was junior business training offered?

Whether the course in junior business training was offered for one year or one semester?

What was the grade placement of the course in junior business training?

What other business subjects were taught in schools offering junior business training?

Under what title was the course in junior business training offered?

What was the subject-matter field preparation of the junior business training teacher?

What textbooks were used for the course in junior business training in 1947-1948?

The findings are presented in the order in which these questions appear.

Extent of Offering According to Number of Schools. Table I shows that there has been an increase of from 43 schools offering junior business

training in 1936-1937 to 132 schools offering the course in 1947-1948. The number of schools offering junior business training increased from 43 in 1936-1937 to 117 in 1940-1941. The increase has been more gradual since 1940-1941. The number of schools offering junior business training increased from 117 in 1940-1941 to 132 in 1947-1948. In 1936-1937, 5.5 per cent of the total schools offered junior business training. This percentage increased to 18.0 in 1947-1948.

The total number of schools, as shown in Table I, includes Indian Schools, Parochial Schools, Girl's Industrial Schools, and Public Schools.

The total number of schools in the state decreased each year studied. The total number of schools in 1936-1937 was 783, while the number decreased to 732 in 1947-1948. While the number of schools decreased approximately 6 per cent, the number of schools offering junior business training more than trebled. However, the proportion of total schools offering junior business training increased only slightly between 1940-1941 and 1947-1948.

Offerings of Junior Business Training in Kansas Compared With Offerings of General Business in Oklahoma. The (title "junior business training" is the title used in Kansas for the same course called by the name "general business" in Oklahoma.) Table II shows that in 1936-1937, 5.5 per cent of the total schools in Kansas were offering junior business training, while only 1.4 per cent of the total schools in Oklahoma were offering general business. The percentage of offerings in Kansas increased to 15.3 by 1940-1941, while the percentage in Oklahoma increased to 6.1 per cent by the same year. The year 1944-1945 was not included in the Kansas study; however, by this year the percentage of Oklahoma schools offering general business had increased to 15.1 per cent. This percentage compares with 15.6 which is the percentage of Kansas schools offering junior business training

TABLE I

NUMBER AND PER CENT OF JUNIOR AND SENIOR HIGH SCHOOLS
OFFERING JUNIOR BUSINESS TRAINING IN KANSAS

<u>School Year</u>	<u>Total Schools in Kansas^a</u>	<u>Schools Offering J. B. T.</u>	
		<u>Number</u>	<u>Per cent</u>
1936-1937	783	43	5.5
1940-1941	767	117	15.3
1945-1946	754	118	15.6
1946-1947	740	124	16.8
1947-1948	732	132	18.0

This table should be read as follows: During the school year 1936-1937, there were 783 accredited junior and senior high schools in Kansas; 43, or 5.5 per cent, offered junior business training.

^aObtained from the Kansas Educational Directories for the years indicated.

TABLE II

NUMBER AND PER CENT OF SCHOOLS OFFERING JUNIOR BUSINESS TRAINING
IN KANSAS AND GENERAL BUSINESS IN OKLAHOMA

School Year	K A N S A S			O K L A H O M A ^a		
	Total Schools	Schools Offering J. B. T.		Total Schools	Schools Offering General Business	
		Number	Per cent		Number	Per cent
1936-1937	783	43	5.5	990	14	1.4
1940-1941	767	117	15.3	955	59	6.1
1944-1945	XXX	XXX	XXX	961	145	15.1
1945-1946	754	118	15.6	XXX	122	XXX
1947-1948	732	132	18.0	XXX	XXX	XXX

This table should be read as follows: During the school year 1936-1937, there were 783 schools in Kansas. Of this number, 43, or 5.5 per cent, offered junior business training. There were 990 schools in Oklahoma, of which 14, or 1.4 per cent, offered general business.

^aObtained from Glenn D. Overman, Status and Trends of the Course in General Business in the Schools of Oklahoma, p. 21. Unpublished Master's Thesis of Oklahoma Agricultural and Mechanical College, 1946.

in 1945-1946. The year 1945-1946 was not included in the Oklahoma study.²⁰ The percentage of Kansas schools offering junior business training was 18.0 in 1947-1948.

The figures shown in Table II indicate that in recent years the course in junior business training in Kansas and the course in general business in Oklahoma have been offered in approximately the same proportion of the total schools.

Extent of Offering According to Students Enrolled. The total number of students enrolled in junior business training in Kansas schools in 1936-1937 was 1,648. The enrollment in 1947-1948 was 3,233 students, or almost twice the enrollment twelve years earlier. Table III shows that a very small percentage of the total students in Kansas schools enroll in junior business training. It was not possible to compute the percentage of students enrolled in 1936-1937, nor in 1947-1948; however, Table III shows that only about 2.5 per cent of the total students were enrolled in junior business training in each of the school years 1940-1941, 1945-1946, and 1946-1947.

The maximum enrollment for one year was reached during the school year 1946-1947, when there were 3,610 students enrolled. The number decreased to 3,233 in the school year 1947-1948.

According to Jess W. Miley, South-Western Publishing Company Representative for Kansas, this decrease may be explained by the fact that some schools are dropping junior business training from the curriculum and offering business arithmetic instead. This conclusion is based on sales records of the South-Western Publishing Company of textbooks sold in Kansas.

²⁰Overman, op. cit., p. 21.

TABLE III

NUMBER AND PER CENT OF STUDENTS ENROLLED IN JUNIOR
BUSINESS TRAINING IN KANSAS JUNIOR AND SENIOR HIGH SCHOOLS

<u>School Year</u>	<u>Total Students Grades 7-12, inc. Records</u>	<u>Students Enrolled in J. B. T.</u>	
		<u>Number</u>	<u>Per Cent</u>
1936-1937	do not show	1,648	XXX
1940-1941	139,640	3,645	2.6
1945-1946	142,921	3,396	2.4
1946-1947	141,877	3,610	2.5
1947-1948	Not available	3,233	XXX

This table should be read as follows: During the school year, 1936-1937, the total number of students in grades 7-12 was not known. The total number of students enrolled in junior business training was 1,648. The per cent of the total for 1936-1937 also was not available.

Extent of Offering in Junior and Senior High Schools. (Junior business training is offered in both junior and senior high schools.) Table IV shows the distribution for the years studied, according to junior and senior high schools. During the twelve-year period represented in this study, the increase in percentage of senior high schools offering junior business training was greater than the increase in percentage of junior high schools offering the course. The number offering junior business training increased from 30 senior high schools in 1936-1937 to 116 in 1947-1948. The proportion of the total number of senior high schools offering junior business training increased from 4.1 per cent in 1936-1937 to 17.3 per cent in 1947-1948.

There were 13 schools, or 25.5 per cent, of the total number of junior high schools offering junior business training in 1936-1937. This number increased to 16, or 26.2 per cent, of the total number of junior high schools in 1947-1948. The maximum number of junior high schools offering junior business training in any one of the years studied was in 1940-1941, when 24 schools offered the course.

The total number of junior high schools increased from 51 in 1936-1937 to 70 in 1945-1946, and then decreased to 61 in 1947-1948. The total number of senior high schools decreased each year studied. There were 732 senior high schools in 1936-1937, and 671 in 1947-1948. The percentage of schools offering junior business training showed a slightly larger increase during the years studied, because of the decrease in the total number of schools, than if the total number of schools had remained the same during the entire period.

The number of junior and senior high schools offering junior business training during each of the years included in this study is shown graphically in Chart I. The number of senior high schools offering junior business

TABLE IV

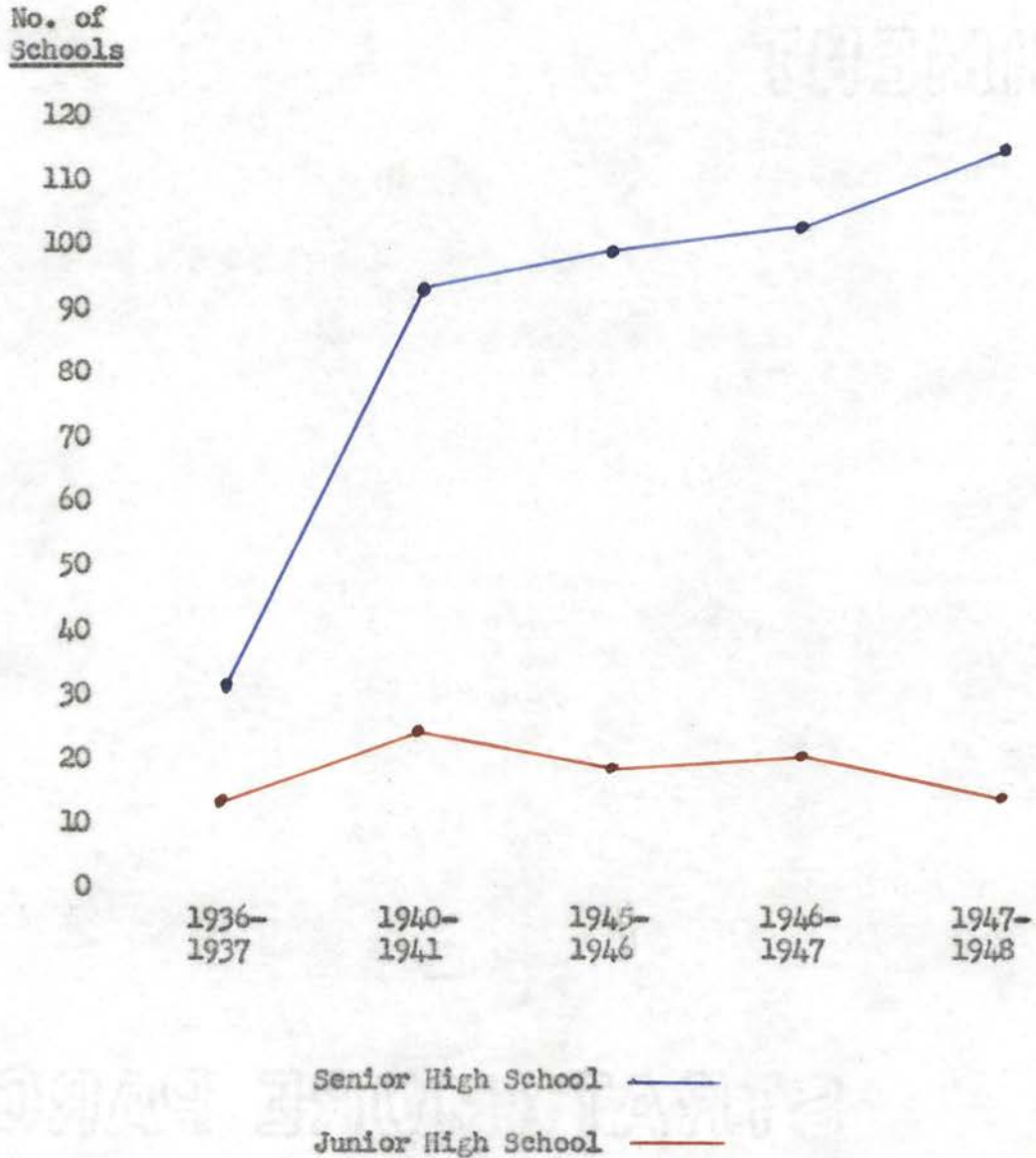
NUMBER AND PER CENT OF KANSAS JUNIOR AND SENIOR HIGH SCHOOLS
OFFERING JUNIOR BUSINESS TRAINING

School Year	Total Schools	Junior High Schools Offering J. B. T.			Senior High Schools Offering J. B. T.		
		Total	Number	Per cent	Total	Number	Per cent
1936-1937	783	51	13	25.5	732	30	4.1
1940-1941	767	55	24	43.6	712	93	13.0
1945-1946	754	70	19	27.1	684	99	14.5
1946-1947	740	66	20	30.3	674	104	15.4
1947-1948	732	61	16	26.2	671	116	17.3

This table should be read as follows: During the school year 1936-1937, there was a total of 783 accredited junior and senior high schools in Kansas. Of this number, 51 were junior high schools, of which 13, or 25.5 per cent, offered junior business training. Of the total, 732 were senior high schools. A total of 30, or 4.1 per cent of the senior high schools, offered junior business training.

CHART I

THE NUMBER OF JUNIOR AND SENIOR HIGH SCHOOLS OF KANSAS
OFFERING JUNIOR BUSINESS TRAINING



training increased during each year studied; the junior high schools offering junior business training decreased in 1945-1946 and again in 1947-1948.

The greatest increase in the number of schools offering the course for the twelve-year period included in this study occurred between 1936-1937 and 1940-1941.

Extent of Offering in Junior and Senior High Schools According to Number of Students Enrolled. Table V shows the number of students enrolled in junior business training distributed according to junior high schools and senior high schools. The enrollment shows a marked increase in the senior high schools during the years studied, while there was a decrease in the junior high school enrollments.

The records did not show the total number of students enrolled in 1936-1937; therefore, the percentage enrolled in junior business training could not be computed for that year. There were 718 students enrolled in junior business training in the junior high schools in 1936-1937. This number increased to 1,183 in 1940-1941, which was .8 per cent of the total number of students for that year. The junior high school enrollment decreased to 665 in 1947-1948. The total number of students for 1947-1948 was not available at the time this study was made.

Between 1936-1937 and 1940-1941, the junior business training enrollment in the senior high schools increased from 930 to 2,462. This increase represents an increase of more than two and one-half times, which is the greatest increase of any of the periods covered in the twelve-year span of the study.

One junior high school did not report the number of students enrolled in junior business training for each of the years 1940-1941, 1945-1946, 1946-1947, and 1947-1948.

One senior high school did not report the number of students enrolled in junior business training for the years 1936-1937 and 1946-1947. Four senior high schools did not report the number of students enrolled during 1940-1941. Five senior high schools did not report the number of students enrolled for 1945-1946. Three senior high schools did not report the number of students enrolled in junior business training during 1947-1948. This information is shown in Table V.

Chart II illustrates graphically the number of students enrolled in junior business training in junior high schools and senior high schools for the period included in this study. Chart II shows the great increase in senior high school enrollment between 1936-1937 and 1940-1941 and also the slight decrease between 1946-1947 and 1947-1948.

Chart II shows that the junior high school enrollment increased between 1936-1937 and 1940-1941 and then decreased until in 1947-1948 the enrollment in junior high schools was below that of 1936-1937.

Extent of Offering According to Size of School. The size of a school determines to some extent the number of subjects that are offered. One measure of the size of a school is the number of students enrolled. In order to determine what size schools offered junior business training, Table VI was prepared. Table VI shows the distribution of junior high schools offering junior business training according to the number of students enrolled. The schools were distributed according to enrollment intervals of 100, up to and including 500 students, with all schools reporting enrollments in excess of 500 being placed in one group.

Table VI shows that junior business training was offered in schools of all sizes. In 1936-1937, 5 of the 13 schools offering the course were schools with enrollments over 500. In 1940-1941, 7 schools out of a total of 24 junior high schools offering the course had enrollments of 100 or less;

TABLE 7

STUDENTS ENROLLED IN JUNIOR BUSINESS TRAINING IN
KANSAS JUNIOR AND SENIOR HIGH SCHOOLS

School Year	Total Students All Schools	Jr. H.S. Students in J. B. T.		Sr. H.S. Students in J. B. T.	
		Number	Pct. of Total	Number	Pct. of Total
	Not Available				
1936-1937	Available	718	XXX	930 ^a	XXX
1940-1941	139,640	1,183 ^a	.8	2,462 ^c	1.8
1945-1946	142,921	806 ^a	.6	2,590 ^d	1.8
1946-1947	141,877	841 ^a	.6	2,769 ^a	2.0
1947-1948	Not Available	665 ^a	XXX	2,568 ^b	XXX

^aOne school did not report the number of students enrolled.

^bThree schools did not report the number of students enrolled.

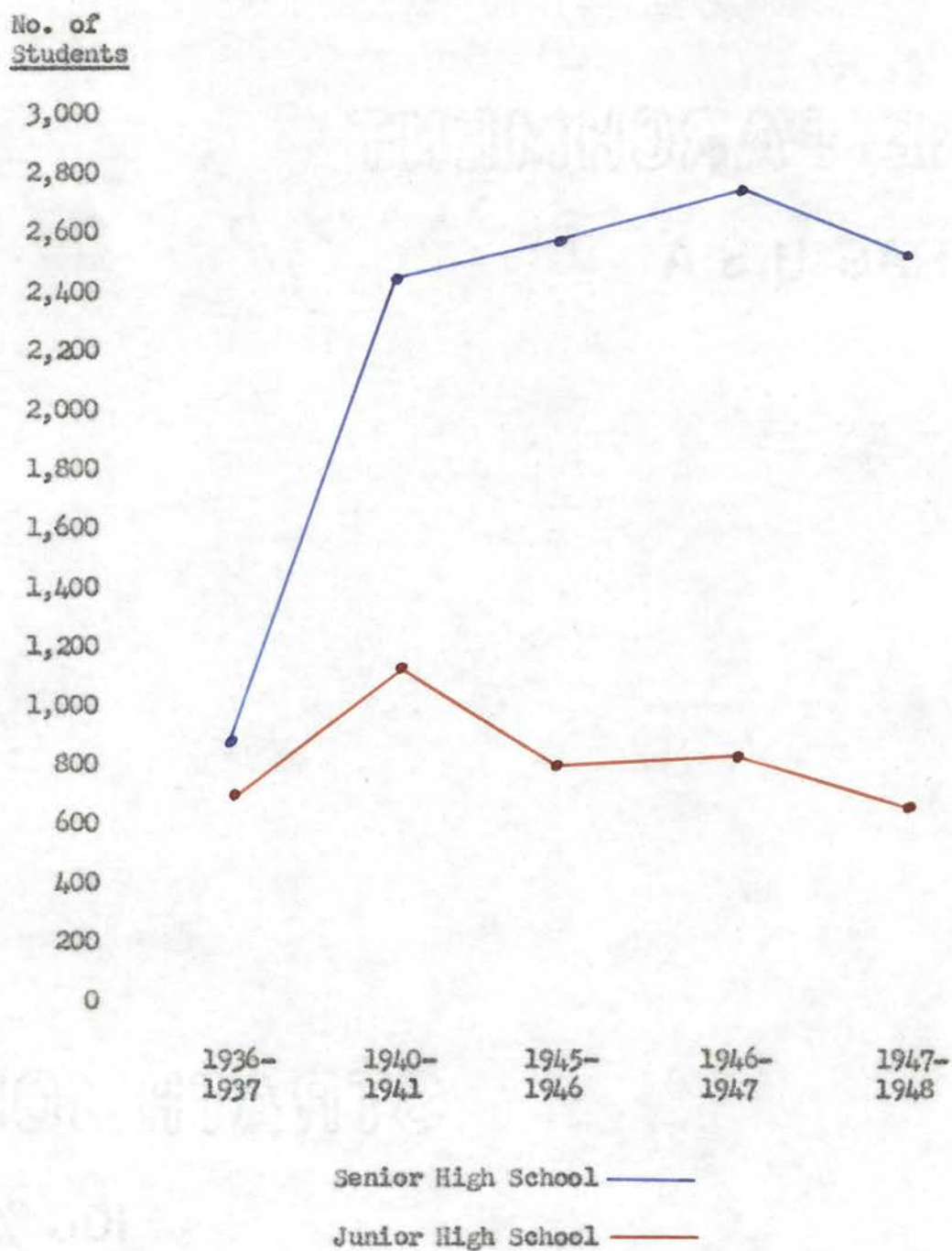
^cFour schools did not report the number of students enrolled.

^dFive schools did not report the number of students enrolled.

This table should be read as follows: During the school year 1936-1937, the total students in all schools was not known. 718 junior high school students were enrolled in junior business training while 930 senior high school students were enrolled in the course in 1936-1937.

CHART II

THE NUMBER OF STUDENTS ENROLLED IN JUNIOR BUSINESS TRAINING
IN JUNIOR AND SENIOR HIGH SCHOOLS OF KANSAS



while 9 of the 24 schools had enrollments over 500. More junior high schools having enrollments under 500 offered junior business training during each year studied than did schools with enrollments over 500.

The distribution of senior high schools offering junior business training according to size of school, based on total student enrollment, is shown in Table VII. The schools were distributed on the basis of the same enrollment intervals as those used in Table VI.

Table VII reveals that more schools in the 0-100 enrollment group offered the course than in any other single group. The percentage of the total number of schools in the enrollment group of 100 or less, which offered junior business training during any year studied increased from 36.7 in 1936-1937 to 46.6 in 1947-1948. In 1936-1937, 16.6 per cent of the total number of senior high schools offering the course had enrollments over 500; by 1947-1948, this per cent had decreased to 12.1 per cent. Table VII shows that, while junior business training was offered in schools of each enrollment interval, there has been a definite trend toward offering the course in the smaller senior high schools.

Table VIII shows the number of students enrolled in junior business training in junior high schools of each size group based on total school enrollment. Although the data in Table VI reveal that the number of schools offering the course was divided among schools of all size groups, data in Table VIII show that the preponderance of students enrolled in the course were found in the larger schools. In 1936-1937, 337, or 46.9 per cent, of the total of 718 students enrolled in the course were found in schools with enrollments over 500. In the same year, 279, or 38.9 per cent, of the total were in the 401-500 group. The greatest number of students enrolled in junior business training during any of the years studied was 1,183 students enrolled in 1940-1941. During 1940-1941, 705 students, or 59.6 per cent, of the total

TABLE VI

DISTRIBUTION OF JUNIOR HIGH SCHOOLS IN KANSAS
OFFERING JUNIOR BUSINESS TRAINING
ACCORDING TO SIZE OF SCHOOL

Total School Enrollment	Number of Schools Offering Junior Business Training				
	1936-1937	1940-1941	1945-1946	1946-1947	1947-1948
0-100	1	7	3	2	1
101-200	2	2	4	3	1
201-300	1	2	3	3	3
301-400		3	1	1	2
401-500	4	1	3	5	4
Over 500	5	9	5	6	5
Total	<u>13</u>	<u>24</u>	<u>19</u>	<u>20</u>	<u>16</u>

This table should be read as follows: During the school year 1936-1937, 1 out of a total of 13 junior high schools offering junior business training had a total school enrollment between 0 and 100.

TABLE VII
 DISTRIBUTION OF SENIOR HIGH SCHOOLS IN KANSAS
 OFFERING JUNIOR BUSINESS TRAINING ACCORDING TO SIZE
 OF SCHOOL BASED ON TOTAL ENROLLMENT

Total School Enrollment	Senior High Schools Offering J. B. T.									
	1936-1937		1940-1941		1945-1946		1946-1947		1947-1948	
	No.	Pct.	No.	Pct.	No.	Pct.	No.	Pct.	No.	Pct.
0-100	11	36.7	33	35.5	45	45.5	44	42.3	54	46.6
101-200	6	20.0	21	22.6	17	17.2	19	18.3	22	19.0
201-300	2	6.7	13	13.9	13	13.1	12	11.5	12	10.3
301-400	3	10.0	11	11.8	9	9.1	8	7.7	7	6.0
401-500	3	10.0	5	5.4	4	4.0	7	6.7	7	6.0
Over 500	5	16.6	9	9.7	11	11.1	14	13.5	14	12.1
No Record			1	1.1						
Total	<u>30</u>	<u>100.0</u>	<u>93</u>	<u>100.0</u>	<u>99</u>	<u>100.0</u>	<u>104</u>	<u>100.0</u>	<u>116</u>	<u>100.0</u>

This table should be read as follows: During the school year 1936-1937, 11 out of a total of 30 senior high schools offering junior business training had total student enrollments between 0 and 100.

TABLE VIII
DISTRIBUTION OF STUDENT ENROLLMENT
IN JUNIOR BUSINESS TRAINING IN KANSAS JUNIOR HIGH
SCHOOLS ACCORDING TO SIZE OF SCHOOLS

Total School Enrollment	1936-1937		1940-1941		1945-1946		1946-1947		1947-1948	
	No.	Pct.	No.	Pct.	No.	Pct.	No.	Pct.	No.	Pct.
0-100	12	1.7	99 ^a	8.4	35 ^{ac}	4.4	122	14.5	35	5.3
101-200	29	4.0	68 ^a	5.7	126 ^b	15.6	51 ^a	6.1	27	4.1
201-300	61	8.5	96	8.1	111	13.8	80	9.5	56 ^a	8.4
301-400			184	15.6	18	2.2	28	3.3	61	9.2
401-500	279	38.9	31	2.6	134	16.6	154 ^c	18.3	119 ^c	17.8
Over 500	337	46.9	705 ^{ac}	59.6	382 ^a	47.4	406 ^a	48.3	367	55.2
Total	718	100.0	1183	100.0	806	100.0	841	100.0	665	100.0

^aIncludes 1 school having two sections of junior business training.

^bIncludes 2 schools having two sections each of junior business training.

^cIncludes 1 school that did not report the number of students enrolled.

This table should be read as follows: During the school year 1936-1937, 12, or 1.7 per cent of a total of 718 students enrolled in junior business training in Kansas junior high schools were in schools having enrollments between 0 and 100.

of 1,183 were located in schools having enrollments over 500. In 1947-1948, the number enrolled in junior business training in the junior high schools had decreased to 665; and of this number, 367, or 55.2 per cent, were found in schools with total enrollments in excess of 500. In the junior high schools offering junior business training during the years studied, from two thirds to three fourths of the students enrolled in the course were found in schools with 401 or more of total school enrollment.

The (distribution of student enrollment in junior business training in Kansas senior high schools according to size of schools, based on number of students enrolled) is shown in Table IX. The enrollments were larger in the groups with enrollments below 100 and above 500 than in the groups enrolling between 101 and 500. The small-school and the large-school groups included approximately one half of the total enrollment found in junior business training. During the year 1936-1937, 288, or 30.9 per cent, of the total of 930 students enrolled in junior business training were found in the schools having school enrollments over 500, while 201, or 21.6 per cent, of the total enrollment in this course were found in schools having enrollments between 0 and 100. The greatest number of students enrolled in any one year was 2,769 in 1946-1947. Of this number, 720, or 26.0 per cent, were in schools with total school enrollments over 500, while 636, or 22.9 per cent, were found in schools with enrollments of 100 or less. During 1947-1948, 777 students, or 30.3 per cent, of the total junior business training enrollment of 2,568 were found in schools with school enrollments of 100 or less, while 507, or 19.7 per cent of the total, were in schools with aggregate school enrollments over 500.

Extent of Offering by Class of Accredited Schools. The data for senior high schools were analyzed by schools, according to the four classes of accredited schools. Senior high schools are accredited each year by the

TABLE IX

DISTRIBUTION OF STUDENT ENROLLMENT IN JUNIOR
BUSINESS TRAINING IN SENIOR HIGH SCHOOLS OF KANSAS
ACCORDING TO SIZE OF SCHOOL

Total School Enrollment	1936-1937		1940-1941		1945-1946		1946-1947		1947-1948	
	No.	Pct.	No.	Pct.	No.	Pct.	No.	Pct.	No.	Pct.
0-100	201 ^a	21.6	492 ^a	19.9	625 ^a	24.1	636 ^a	22.9	777 ^a	30.3
101-200	142	15.3	340	13.8	388	15.1	427	15.4	391 ^a	15.2
201-300	35	3.8	303 ^a	12.3	310 ^a	11.9	324	11.7	337 ^a	13.1
301-400	112	12.0	405	16.5	492	19.0	464	16.8	285	11.0
401-500	152	16.3	307	12.5	206	7.9	198	7.2	271	10.6
Over 500	238	30.9	615	24.9	569 ^a	21.9	720	26.0	507	19.7
No Record	1	.1	3	.1	4	.1	1	.0	3	.1
Total	930	100.0	2462	100.0	2590	100.0	2769	100.0	2568	100.0

^aIncludes schools with two sections of junior business training.

This table should be read as follows: During the school year 1936-1937, 201, or 21.6 per cent, of the total of 930 students enrolled in junior business training were in schools having enrollments between 0 and 100.

State Department of Public Instruction according to standards set up by the State Department and printed in the Kansas Secondary School Handbook each year. Recommendations concerning the accrediting and the classifying of each school are made to the State Superintendent of Public Instruction by the State High School Supervisor. These recommendations are based upon the data reported in the annual report submitted by the school, and upon information obtained by personal visitation to the school where possible. All standards for accrediting high schools are expected to be met by October 15 of each school year. Standards for accrediting secondary schools are given on pages 29 to 43, inclusive, of the 1948 edition of the Kansas Secondary School Handbook.

The following statements set forth the requirements to be met by each class of accredited high schools.

A Class A rank will be granted to those schools which meet all standards satisfactorily and the following added conditions:

- a. The program of studies offered shall be such as is best suited to the needs of the community which the school serves, and such as the community is able to support.
 - (1) The general program of studies is prepared for the smallest possible high school of the A Class.
 - (2) In the larger schools the program of studies shall provide for enrichment through the practical and the fine arts and for such electives as the size of the school and the number of teachers make possible.
- b. The instructional organization of the school's program shall conform to the recommendations of the State Department of Public Instruction.
- c. All teachers must have at least fifteen semester hours in the field in which they are teaching with definite preparation in each subject taught.

A Class B rank will be granted those schools that meet the school standards satisfactorily, and whose teachers shall each have not less than twelve college hours of preparation in the subject-matter field, and who shall have at least five college hours in the specified subject preparation, with such limitations and exemptions as apply to Class A schools.

A Class C rank will be given schools that meet the school standards satisfactorily, and whose teachers shall each have not less than eight college hours of preparation in the subject-matter field, and who

shall have at least three college hours in the specific subject taught. Not to exceed two college hours may be deducted from the subject-matter field for credit earned in high school.

Schools which do not meet the above specified requirements may be accredited by the State Department of Public Instruction upon the recommendation of the state high-school supervisors; provided that any such school shall be known as a "Minimum" school and designated by the letter "M"; and provided further that no minimum school shall be so accredited for more than two successive years.

Private schools will be accredited and classified in the same manner as public schools.

The State Department of Public Instruction will not accredit any four-year high school employing fewer than three full-time teachers.²¹

The number and per cent of Kansas senior high schools distributed by years and by classes of accreditation are shown in Table X. The classification data for Table X are taken from the Kansas school directory for the year 1935-1936, since there was no directory available for the school year 1936-1937, and since it was felt that there would be no great change in the number of schools in any one classification from 1935-1936 to 1936-1937. Table X shows that, although junior business training was offered in schools of all classifications during each year, the greatest per cent of schools offering the course were Class A schools. Of the 281 Class A schools in 1935-1936, 22, or 7.8 per cent, offered junior business training. Of the 320 Class A schools in 1947-1948, 88, or 27.5 per cent, offered the course in junior business training. The total number of Class B schools offering junior business training during any year was less than the total number of Class A schools offering this course. Likewise, the total number of Class C and Class H schools was less than the total number of Class B schools offering the course.

Table XI shows the number of students enrolled in junior business

²¹Kansas Secondary School Handbook, 1948, pp. 23-29.

TABLE X

NUMBER AND PER CENT OF KANSAS SENIOR HIGH SCHOOLS OFFERING
JUNIOR BUSINESS TRAINING BY CLASSES OF ACCREDITING

School Year	Total Schools Offering J.B.T.	Class A Schools		Class B Schools		Class C Schools		Class M Schools	
		Total	Offering	Total	Offering	Total	Offering	Total	Offering
		No.	J.B.T. No. Pct.	No.	J.B.T. No. Pct.	No.	J.B.T. No. Pct.	No.	J.B.T. No. Pct.
1936-1937	30	281 ^a	22 7.8	263 ^a	4 1.5	161 ^a	1 .6	27 ^a	3 11.1
1940-1941	93	325	65 20.0	197	18 9.1	177	9 5.1	13 ^b	1 7.7
1945-1946	99	343	73 21.3	141	20 14.2	163	5 3.1	37	1 2.7
1946-1947	104	340	81 23.8	139	15 10.8	168	6 3.6	27	2 7.4
1947-1948	116	320	88 27.5	132	17 12.9	196	9 5.3	23	2 8.7

^aThese totals were for the school year 1935-1936.

^bIncludes one two-year approved high school.

This table should be read as follows: During the school year 1936-1937, 22, or 7.8 per cent, of the total of 281 Class A schools offered junior business training.

training distributed by classes of accredited schools. Over 80 per cent of the total students enrolled in junior business training during each year studied were found in Class A schools. During the school year 1936-1937, 770, or 82.8 per cent, of the total of 930 students enrolled in junior business training were found in Class A schools. The total number of students enrolled in junior business training increased to 2,563 during the school year 1947-1948, and 2,145, or 83.6 per cent, of this number were found in Class A schools. Approximately 10 per cent of the total number of students enrolled in junior business training were found in Class B schools for each year studied. The remaining 6 to 8 per cent of the total enrollments were in the Class C and Class M schools.

Extent of Offering of Junior Business Training in Junior High Schools According to Type of School Organization. Table XII shows the total number of two-year junior high schools offering junior business training, the total number of three-year junior high schools offering the course, and the total number of schools classified as six-year high schools that offered the course in grades 7 and 8. The State Department of Public Instruction classifies junior high schools as consisting of "two or more of the first three years immediately following the first six years of school instruction".²² The six-year high schools that offered the course in grades 7 and 8 were therefore considered as junior high schools for the purpose of this study.

As revealed in Table XII, the greatest number of junior high schools offering junior business training were the three-year junior high schools. During the school year 1936-1937, 10 of the total of 13 schools offering the course were three-year schools. The greatest number of schools offering junior business training during any one year studied was 24 schools in

²²Kansas Secondary School Handbook, 1948, p. 24.

TABLE XI

NUMBER AND PER CENT OF STUDENTS ENROLLED IN
 JUNIOR BUSINESS TRAINING IN KANSAS SENIOR
 HIGH SCHOOLS BY CLASSES OF ACCREDITING

School Year	Total Enrollment in J.B.T.	Enrollment in J.B.T. by Class of School							
		Class A		Class B		Class C		Class M	
		No.	Pct.	No.	Pct.	No.	Pct.	No.	Pct.
1936-1937	930	770 ^a	82.8	90	9.7	30	3.2	40	4.3
1940-1941	2,462	2,021 ^b	82.1	315 ^a	12.8	102	4.2	24	.9
1945-1946	2,590	2,266 ^d	87.5	236	9.1	79	3.1	9	.3
1946-1947	2,769	2,425 ^a	87.6	229	8.2	88	3.2	27	1.0
1947-1948	2,568	2,145 ^c	83.6	268	10.4	114	4.4	41	1.6

^aIncludes one school with two sections of junior business training.

^bIncludes two schools with two sections of junior business training.

^cIncludes three schools with two sections of junior business training.

^dIncludes four schools with two sections of junior business training.

This table should be read as follows: During the school year 1936-1937, there were 930 students enrolled in junior business training. Of this total, 770, or 82.8 per cent, were found in Class A schools.

TABLE XII

NUMBER OF JUNIOR HIGH SCHOOLS IN KANSAS OFFERING
 JUNIOR BUSINESS TRAINING ACCORDING TO TYPE OF SCHOOL ORGANIZATION

<u>School Year</u>	<u>Total Schools</u>	<u>Two-Year</u>	<u>Three-Year</u>	<u>Six-Year^a</u>
1936-1937	13	3	10	0
1940-1941	24	7	14	3
1945-1946	19	2	13	4
1946-1947	20	2	16	2
1947-1948	16	1	15	0

^aThese are schools classified as six-year high schools, but which offered junior business training in the 7th and 8th grades.

This table should be read as follows: During the school year 1936-1937, 13 junior high schools offered junior business training. Of this number, 10 were three-year junior high schools.

1940-1941; and 14 of this number were three-year junior high schools. During 1947-1948, all but one of the 16 schools offering the course were three-year junior high schools.

Extent of Offering of Junior Business Training in the Senior High Schools According to Type of Organization. The data for senior high schools were analyzed by schools classified according to three-year high schools, four-year high schools, and six-year high schools. Table XIII reveals that about 80 per cent of the schools offering junior business training during each year studied were four-year high schools. Approximately 10 per cent of the total number of schools offering the course were three-year high schools and the remaining 10 per cent were six-year high schools. One two-year approved high school is included in the total of six-year high schools for the school year 1936-1937.

Extent of Offering During the Two-Year Period, 1946-1947 and 1947-1948. Since some schools offer junior business training every other year, data were collected for the two-year period including 1946-1947 and 1947-1948. These data are presented in Table XIV in order to show a more complete picture of the total number of different schools offering the course. Table XIV includes the data for both the junior high schools and the senior high schools for the two-year period. Table XIV shows that a total of 38 junior and senior high schools which offered junior business training in 1946-1947 did not offer the course again in 1947-1948. There were 47 schools that offered the course in 1947-1948, but did not offer it in 1946-1947. Of this number, 46 were senior high schools. There were 171 different schools that offered the course during the two-year period. Of this total, 150 were senior high schools.

Geographic Distribution of Schools Offering Junior Business Training. Chart III was prepared in order to show the geographic distribution of the

TABLE XIII

NUMBER OF SENIOR HIGH SCHOOLS IN KANSAS OFFERING
JUNIOR BUSINESS TRAINING
ACCORDING TO TYPE OF SCHOOL ORGANIZATION

<u>School Year</u>	<u>Total</u>		<u>Three-Year</u>		<u>Four-Year</u>		<u>Six-Year and Other</u>	
	<u>No.</u>	<u>Pct.</u>	<u>No.</u>	<u>Pct.</u>	<u>No.</u>	<u>Pct.</u>	<u>No.</u>	<u>Pct.</u>
1936-1937	30	100	3	10.0	24	80.0	3 ^a	10.0
1940-1941	93	100	7	7.5	73	78.5	13	14.0
1945-1946	99	100	9	9.0	81	82.0	9	9.0
1946-1947	104	100	13	12.5	80	76.9	11	10.6
1947-1948	116	100	14	12.1	93	80.1	9	7.8

^aIncludes one two-year approved high school.

This table should be read as follows: During the school year 1936-1937, 3, or 10 per cent, of the total of 30 schools offering junior business training, were three-year high schools.

TABLE XIV

NUMBER OF DIFFERENT JUNIOR AND SENIOR HIGH SCHOOLS
IN KANSAS OFFERING JUNIOR BUSINESS TRAINING DURING
THE TWO-YEAR PERIOD 1946-1947 AND 1947-1948

<u>Schools Offering J.B.T.</u>	<u>Total</u>	<u>Junior High School</u>	<u>Senior High School</u>
1946-1947 only	38	5	33
1947-1948 only	47	1	46
1946-1947 and 1947-1948	86	15	71
Cumulative Total	<u>171</u>	<u>21</u>	<u>150</u>

This table should be read as follows: During the school year 1946-1947, a total of 38 schools offered junior business training. Of this total, 5 were junior high schools, and 33 were senior high schools.

junior high schools that offered junior business training. Chart III shows the number of junior high schools in each county that offered the course during 1946-1947 and 1947-1948. There were 21 different junior high schools that offered junior business training during the two-year period, and these schools were distributed over 14 different counties. Shawnee County had 7 junior high schools offering the course and Crawford County had 2 schools offering junior business training. The 12 remaining counties each included 1 junior high school that offered junior business training during the two-year period, 1946-1947 and 1947-1948.

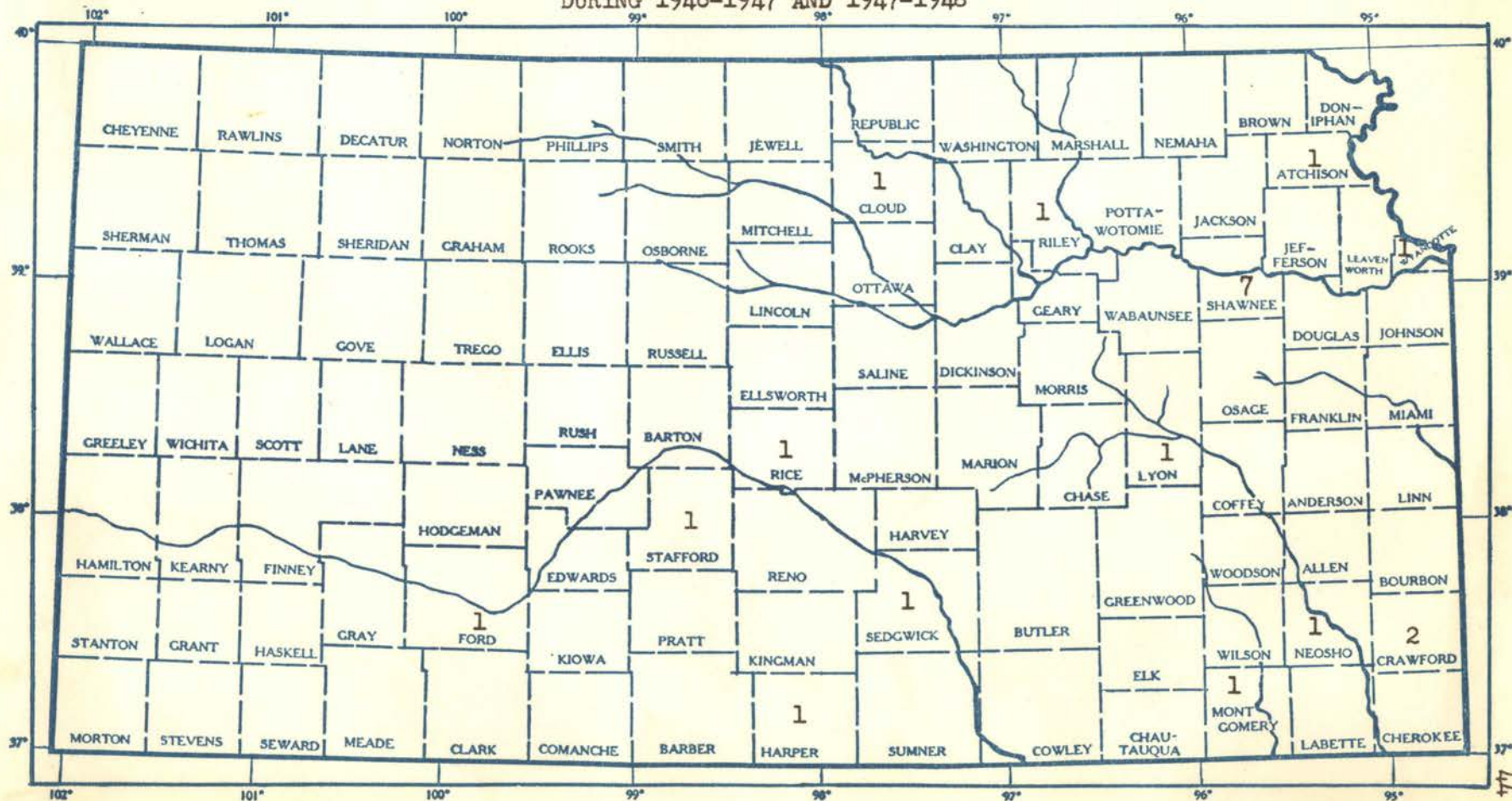
Chart IV was prepared to show the geographic distribution of the senior high schools that offered junior business training during the two-year period, 1946-1947 and 1947-1948. There were 150 different senior high schools offering the course during the two-year period and these schools were distributed among 72 different counties. Reno County had 5 schools offering the course, which was the largest number of schools located in any one county. In each of 6 different counties 4 schools were offering junior business training. These were Harvey, Jackson, Marshall, Coffey, Greenwood, and Johnson counties. Fifteen counties had 3 senior high schools each that offered the course during the two-year period. Twenty-six counties reported 2 senior high schools each, and the remaining 24 counties reported 1 senior high school each that offered junior business training during the two-year period, 1946-1947 and 1947-1948. Of the 105 counties in the state of Kansas, 72, or 69 per cent, offered junior business training during the two-year period, 1946-1947 and 1947-1948. This represents a widespread geographic distribution of schools throughout Kansas that offered the course in junior business training during the two-year period, 1946-1947 and 1947-1948.

Length of Course. (Junior business training was offered as a one-year course in practically all of the Kansas junior high schools during the years

UNIVERSITY SERIES OUTLINE MAP OF KANSAS

THE UNIVERSITY PUBLISHING CO.
Lincoln - New York - Dallas - Kansas City.

CHART III
DISTRIBUTION BY COUNTIES OF JUNIOR HIGH SCHOOLS OFFERING JUNIOR BUSINESS TRAINING
DURING 1946-1947 AND 1947-1948

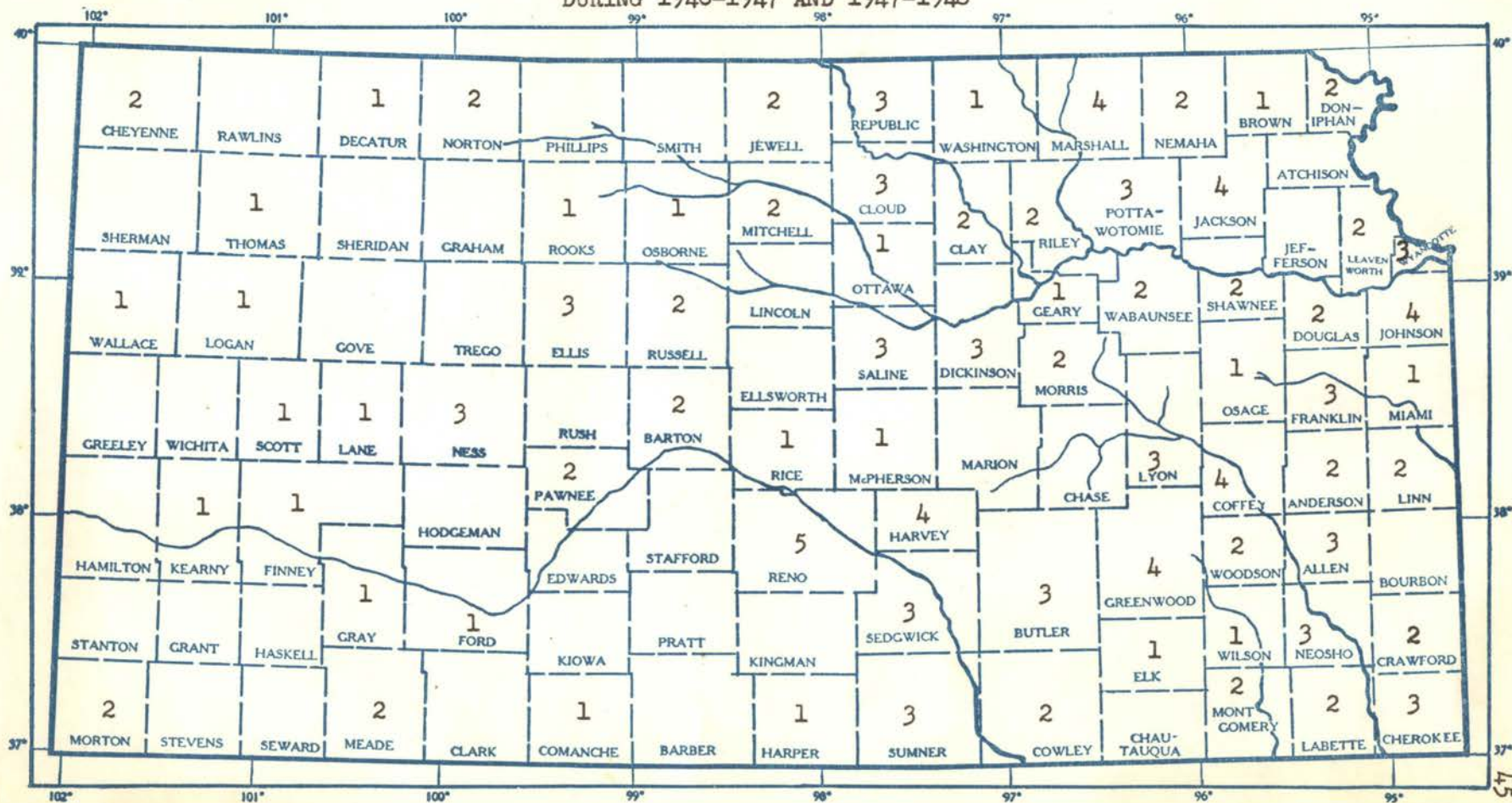


UNIVERSITY SERIES
OUTLINE MAP OF KANSAS

THE UNIVERSITY PUBLISHING CO.
 Lincoln - New York - Dallas - Kansas City.

CHART IV

DISTRIBUTION BY COUNTIES OF SENIOR HIGH SCHOOLS OFFERING JUNIOR BUSINESS TRAINING
 DURING 1946-1947 AND 1947-1948



studied.) During the school year 1936-1937, 2 junior high schools out of the total of 13 offering the course offered junior business training as a one-semester course. During the school year 1940-1941, only one junior high school out of a total of 24 schools, offered junior business training for one semester. During each of the other years studied, 100 per cent of the junior high schools offered junior business training as a one-year course. This information is presented in Table XV.

Table XV shows also that far more senior high schools offered junior business training as a one-year course than as a one-semester course. Seven senior high schools offered the course for one-semester during the school year 1936-1937 and 8 schools offered a one-semester course during 1947-1948; but there were only 30 schools in all that offered the course during 1936-1937, while a total of 116 senior high schools offered junior business training during the school year 1947-1948. The smallest number of schools offering a one-semester course during any one of the years studied was 3 schools out of a total of 104 schools offering the course during 1946-1947.

Grade Placement. (Junior business training was offered in the eighth and ninth grade in most of the junior high schools.) One junior high school in Atchison offered the course on the seventh grade level during 1940-1941, 1945-1946, and 1946-1947. One school offered junior business training in the seventh and eighth grades combined during 1940-1941, and one other junior high school offered the course on the same level during 1946-1947. Table XVI reveals that the great majority of junior high schools offered the course in grades eight and nine, with the ninth grade placement occurring most frequently.

During the first two years studied, 1936-1937 and 1940-1941, approximately two thirds of the senior high schools offering junior business

TABLE XV

NUMBER OF JUNIOR AND SENIOR HIGH SCHOOLS IN KANSAS
OFFERING ONE-SEMESTER AND ONE-YEAR COURSES IN
JUNIOR BUSINESS TRAINING

School Year	Junior High Schools			Senior High Schools		
	Total	1-semester	1-year	Total	1-semester	1-year
1936-1937	13	2	11	30	7	23
1940-1941	24	1	23	93	8	85
1945-1946	19		19	99	4	95
1946-1947	20		20	104	3	101
1947-1948	16		16	116	8	108

This table should be read as follows: During the school year 1936-1937, a total of 13 junior high schools offered junior business training. Two of these schools offered the course for one semester while 11 junior high schools offered a one-year course.

TABLE XVI

NUMBER OF JUNIOR HIGH SCHOOLS IN KANSAS OFFERING
JUNIOR BUSINESS TRAINING ON INDICATED GRADE LEVELS

<u>Grade Level</u>	<u>1936-1937</u>	<u>1940-1941</u>	<u>1945-1946</u>	<u>1946-1947</u>	<u>1947-1948</u>
7		1	1	1	
7-8		1		1	
7-8-9					
8	3	10	6	3	2
8-9					
9	10	11	11	13	12
No Record		1	1	2	2
Total	<u>13</u>	<u>24</u>	<u>19</u>	<u>20</u>	<u>16</u>

This table should be read as follows: Of the 13 junior high schools offering junior business training in 1936-1937, 3 junior high schools offered the course as an eighth-grade subject and 10 schools offered it as a ninth-grade subject.

training offered the course on the ninth or the tenth grade level or on a combination of the two levels. This information is presented in Table XVII. During 1945-1946 and 1946-1947, about three fourths of the senior high schools offered the course to the ninth, tenth, or ninth and tenth grades combined. During the last year studied, the percentage decreased to approximately two thirds of the total of 116 senior high schools offering the course to students of the ninth and tenth grades. The remaining one third of the total schools offered the course on all grade levels and combinations of grade levels during 1947-1948. During the school year 1947-1948, there were 7 senior high schools that offered junior business training to students of all senior high school grade levels. This indicates that ninth, tenth, eleventh, and twelfth grade students were probably grouped together in the same classroom. This condition would present a rather difficult teaching situation, whereby students of widely varying degrees of maturity and background are thrown together in the same class, using a textbook designed for the ninth and tenth grade level. During the same year, 1947-1948, 6 senior high schools limited the enrollment in the course to students of the twelfth grade.

During the school year 1946-1947, 8.7 per cent of the total schools offering junior business training offered it to students of three or more different grades. During 1947-1948, 12.8 per cent of the schools permitted enrollments in junior business training from three or more grades. This practice is not generally approved by educators.

Table XVIII indicates the grade level on which junior business training was offered in different sizes of senior high schools in Kansas during the years studied. The schools were divided into three groups according to number of students enrolled. The first group was those schools with

TABLE XVII

NUMBER AND PER CENT OF KANSAS SENIOR HIGH SCHOOLS OFFERING
JUNIOR BUSINESS TRAINING ON INDICATED GRADE LEVELS

Grade Level	1936-1937		1940-1941		1945-1946		1946-1947		1947-1948	
	No.	Pct.	No.	Pct.	No.	Pct.	No.	Pct.	No.	Pct.
9	11	36.7	22	23.7	30	30.3	29	27.6	29	24.9
10	5	16.7	21	22.8	26	26.4	26	24.9	30	25.9
9-10	4	13.3	22	23.7	21	21.2	25	24.1	19	16.4
9-10-11	1	3.3					2	1.9	1	.8
9-10-11-12			3	3.2	1	1.0	2	1.9	7	6.0
10-11	1	3.3	6	6.4	3	3.0	4	3.9	4	3.4
10-11-12	1	3.3	6	6.4	6	6.0	5	4.9	7	6.0
11	2	6.7	2	2.1	1	1.0	1	.9	5	4.3
11-12	2	6.7	3	3.2	3	3.0	3	2.9	6	5.3
12	1	3.3	5	5.3	7	7.1	6	5.9	6	5.3
No Record	2	6.7	3	3.2	1	1.0	1	.9	2	1.7
Total	30	100.0	93	100.0	99	100.0	104	100.0	116	100.0

This table should be read as follows: 11, or 36.7 per cent, of the 30 senior high schools offering junior business training in 1936-1937 offered the course as a ninth grade subject.

TABLE XVIII

NUMBER OF SENIOR HIGH SCHOOLS IN KANSAS OFFERING JUNIOR BUSINESS TRAINING
ON INDICATED GRADE LEVELS ACCORDING TO SIZE OF SCHOOL

Grade Level	1936-1937			1940-1941			1945-1946			1946-1947			1947-1948		
	0- 100	101- 500	Over 500	0- 100	101- 500	Over 500	0- 100	101- 500	Over 500	0- 100	101- 500	Over 500	0- 100	101- 500	Over 500
	9	3	6	2	6	11	5	7	20	3	10	17	2	9	16
10	1	2	2	4	14	3	12	11	3	11	11	4	17	9	4
9-10	3	1		14	8		12	8	1	11	11	3	10	8	1
9-10-11		1								1	1			1	
9-10-11-12				1	2		1			2			5	2	
10-11		1		2	4		2		1	1	2	1	3	1	
10-11-12	1			3	2	1	4	1	1	3		2	4	1	2
11		1	1	1	1		1				1		2		3
11-12	1	1			3		2	1		3		2	3	3	
12	1			1	4		3	2	2	1	3		2	3	1
No Record	1	1		3			1			1	1			1	1
Total	11	14	5	35	49	9	45	43	11	44	47	14	55	47	14

This table should be read as follows: Of the 30 senior high schools offering junior business training during 1936-1937, 3 schools having total enrollments less than 100 offered the course on the ninth grade level.

total student enrollment from 0 to 100; the second division was those schools with student enrollment between 101 and 500; and the third division consisted of the large schools, or of schools with enrollments over 500.

An analysis of Table XVIII reveals that by far the larger number of high schools offering junior business training were schools with total student enrollments under 500. A trend is noted toward an increased offering of the course in the schools with enrollments of less than 100. In the large schools, over 50 per cent offered the course to only the ninth and tenth grades during each of the years studied. In the two classes of smaller schools, over 50 per cent of the high schools offered junior business training to students of the ninth and tenth grades. The remaining schools were rather widely scattered as to the grade level on which the course was offered. During 1947-1948, more schools with enrollments from 0 to 100 offered the course than did schools with enrollments between 101 and 500. A slight trend was observed toward offering the course in junior business training to students of the upper two grades during the last year studied.

The number of schools offering junior business training on the various grade levels is analyzed in Table XIX by classes of accredited schools. Classes of accrediting, as used in this study, was explained earlier in the study. The grade level on which junior business training was offered varied widely within each class of accrediting. The greatest number of schools offering the course was found in the Class A group. During 1936-1937, 15 of the 22 Class A schools offering the course offered it to students of the ninth and tenth grades. During the same year, 3 of the 4 Class B schools offering the course offered it on the ninth and tenth grade levels, while 1 of 3 Class M schools offered the course on the ninth and tenth grade levels. The single Class C school offering junior business training during

TABLE XIX

NUMBER OF SENIOR HIGH SCHOOLS IN KANSAS OFFERING
JUNIOR BUSINESS TRAINING ON INDICATED GRADE LEVELS
ACCORDING TO CLASS OF ACCREDITING

Grade Level	1936-1937				1940-1941				1945-1946				1946-1947				1947-1948			
	A	B	C	M	A	B	C	M	A	B	C	M	A	B	C	M	A	B	C	M
9	10	1			17	3	2		26	4			25	4			26	3		
10	4	1			19	2			22	3	1		21	4	1		25	3	2	
9-10	1	1	1	1	10	8	4		13	7	1		19	4	1	1	13	4	2	
9-10-11	1												1	1			1			
9-10-11-12					3				1				1	1			3	1	3	
10-11	1				5	1			1	1	1		3	1			1	1	1	
10-11-12			1		3	3			3	1	1	1	3	2			4	3		
11	2				2				1				1				4	1		
11-12	1	1			2	1			1	1	1		2	1			3	1	1	1
12	1				4	1			6	1			5		1		5			1
No Record	1		1			1	1	1	1				1				2			
Total	22	4	1	3	65	18	9	1	73	20	5	1	61	15	6	2	68	14	9	2

This table should be read as follows: During 1936-1937, 10 Class A senior high schools offered junior business training in the ninth grade.

1936-1937 offered it on the ninth and tenth grade levels combined.

During 1947-1948, 64 of the total of 88 Class A schools offering junior business training offered the course on the ninth and tenth grade levels. Ten of the 17 Class B schools offered junior business training on the ninth and tenth grade levels during 1947-1948. The course was offered on nearly every grade level and combination of grade levels within each class of accrediting during each year studied, with the exception of the Class M schools. There was a very small number of Class M schools offering the course in junior business training.

Table IX gives a breakdown of schools as to type of school organization and indicates the grade level on which junior business training was offered in each type of school. The greatest number of schools fell in the four-year type of high school. During the last two years studied, approximately three fourths of the four-year high schools offered junior business training on the ninth and tenth grade levels. The remaining one fourth offered the course on every other grade level and combination of grade levels. During 1936-1937, 2 of the three-year high schools offering junior business training offered it to tenth grade students. During 1946-1947, 10 of the 13 three-year schools offered it on the tenth grade level and in 1947-1948, 9 of 14 schools offered the course on the tenth grade level. Except for the fact that three-year high schools cannot offer junior business training on the ninth grade level, there seems to be very little, if any, relationship between the type of school organization and the grade level on which the course is offered.

Course Titles. The (course title "junior business training" is used throughout this study as the title of the first course in introductory or basic business training.) This title is used because of the fact that it appears on page 2 of the report forms which are the primary source of data

TABLE XX

NUMBER OF SENIOR HIGH SCHOOLS IN KANSAS OFFERING
JUNIOR BUSINESS TRAINING ON INDICATED GRADE LEVELS
ACCORDING TO TYPE OF SCHOOL ORGANIZATION

Grade Level	1936-1937			1940-1941			1945-1946			1946-1947			1947-1948		
	3	4	6	3	4	6	3	4	6	3	4	6	3	4	6
9		10	1		18	4		27	3		26	3		25	4
10	2	2	1	5	12	4	7	17	2	10	14	2	9	20	1
9-10		3	1		19	3		19	2		22	3		19	
9-10-11		1									2			1	
9-10-11-12					2	1		1			2			6	1
10-11		1		1	4	1	1	2		2	2		1	3	
10-11-12		1		1	5			5	1	1	3	1	2	4	1
11	1	1			2			1				1	1	4	
11-12		2			3		1	2			3		1	5	
12		1			5			6	1		5	1		5	1
No Record		2			3			1			1			1	1
Total	3	24	3	7	73	13	9	81	9	13	80	11	14	93	9

This table should be read as follows: During the school year 1936-1937, 10 schools with the four-year type of school organization offered junior business training on the ninth grade level.

for this study. It is believed that this title was the one approved by the State Department of Public Instruction. This opinion is based on the fact that this is the title used on the High School Principal's Organization Report form and on the Junior High School Principal's Organization Report form, which the State Department requires all schools to submit by October 15 of each year.

The data were analyzed in order to determine what titles were actually used by the various schools. Table XXI indicates the course titles reported by the junior high schools offering the course. During the school year 1936-1937, 6 of the 13 junior high schools offering the course called it by the title "Business Training". Only 2 of the 13 schools reported the title "Junior Business Training" for 1936-1937. Ten different titles were reported in the different junior high schools for the years studied. The titles reported most often were "Business Training", "Junior Business Training", "General Business", and "Junior Business". During 1947-1948, only 2 of the total of 16 junior high schools offering the course reported it by the title "Junior Business Training".

Table XXII gives the number and per cent of senior high schools in Kansas reporting various titles for the first course in basic business. Although the State Department of Public Instruction uses the title "Junior Business Training", there were 21 different course titles reported by the senior high schools offering the course. The most often reported title was "General Business". During the first year studied, 1936-1937, 3, or 10.0 per cent of the total schools reported the title "General Business". This number increased to 27, or 29.0 per cent, of the 93 schools reporting in the year 1940-1941. During 1947-1948, "General Business" was used by 68, or 58.6 per cent, of a total of 116 senior high schools offering the course.

The title used by the State Department of Public Instruction was the

TABLE XXI

NUMBER OF KANSAS JUNIOR HIGH SCHOOLS REPORTING VARIOUS
TITLES FOR THE COURSE IN JUNIOR BUSINESS TRAINING

Course Title	Number of Junior High Schools Reporting Title				
	1936-1937	1940-1941	1945-1946	1946-1947	1947-1948
General Business	1	2	5	3	3
Junior Business Training	2	7	3	3	2
Junior Business	2	3	3	4	2
Junior Commerce		1	1	1	1
Business Training	6	10	6	6	6
Business Methods	1				
General Business Training	1				1
Introduction to Business				1	1
Our Business Life				1	
Business Science		1	1	1	
Total	<u>13</u>	<u>24</u>	<u>19</u>	<u>20</u>	<u>16</u>

This table should be read as follows: During 1936-1937, 1 of a total of 13 junior high schools offering junior business training reported the course title "General Business".

TABLE XXII

NUMBER AND PER CENT OF KANSAS SENIOR HIGH SCHOOLS
REPORTING VARIOUS TITLES FOR THE COURSE IN
JUNIOR BUSINESS TRAINING

Course Title	1936-1937		1940-1941		1945-1946		1946-1947		1947-1948	
	No.	Pct.	No.	Pct.	No.	Pct.	No.	Pct.	No.	Pct.
General Business	3	10.0	27	29.0	51	51.6	52	50.0	68	58.6
Junior Business Training	1	3.3	10	10.7	15	15.2	18	17.4	15	12.9
Business Training	5	16.7	17	18.3	12	12.1	9	8.8	11	9.5
Junior Business	3	10.0	13	14.0	13	13.1	15	14.6	10	8.5
Business Principles	2	6.7	8	8.6	1	1.0	1	.9	2	1.7
Business Science	5	16.7	7	7.5			2	1.9	3	2.6
General Business Science	4	13.4	3	3.2	1	1.0	1	.9	1	.9
General Business Training	3	10.0	1	1.1					2	1.7
Modern Business			1	1.1						
Senior Business									1	.9
Current Business					1	1.0	1	.9	1	.9
Introduction to Business	1	3.3	1	1.1	3	3.0	1	.9	1	.9
Business Exploration					1	1.0	1	.9	1	.9
Elements of Business	1	3.3								
Business Fundamentals	1	3.3								
Business			2	2.1			2	1.9		
Elementary Business			1	1.1						
Business Practice			1	1.1			1	.9		
Business Life	1	3.3								
Junior Business Methods			1	1.1						
Elem. Business Training					1	1.0				
Total	30	100.0	93	100.0	99	100.0	104	100.0	116	100.0

This table should be read as follows: During the school year 1936-1937, 3 of a total of 30 schools offering junior business training reported the course title "General Business".

second most frequently reported in use in the senior high schools. Only 1 of 30 schools reported the title "Junior Business Training" in 1936-1937. Twenty-seven of the total of 93 schools reported the title "General Business" in 1940-1941. Fifteen, or 12.9 per cent, of the total of 116 senior high schools reported the course title "Junior Business Training" used in 1947-1948.

"Business Training" and "Junior Business" were the titles that were third and fourth in frequency of use. The remaining 17 course titles were reported by a relatively small number of senior high schools:

("General Business", the course title most frequently used, is also the title of the textbook used in the majority of the senior high schools in Kansas, as well as in a few of the junior high schools.) This may be the reason so many schools call the first course in basic business education by that title.

Table XXIII shows the course titles as reported in use by schools analyzed by different sizes of schools based on total student enrollment. At the beginning of the period, five sixths of the schools offering the course were schools with enrollments under 500. There were 12 different course titles reported in use in 30 schools during 1936-1937. By the school year 1940-1941, a definite trend toward the use of the title "General Business" had developed, especially in the schools of the small and middle size groups. During 1947-1948, far more schools reported the title "General Business" than reported any other title when schools of all size groups are considered; but several different course titles were reported. During 1947-1948, 7 of 14 schools with enrollments over 500 reported the title "General Business", but 6 different titles were reported by the remaining 7 schools in that size group. Thirty-one of 48 schools with enrollments between 101 and 500 reported the title "General Business", while the other 17 schools

TABLE XXIII

NUMBER OF SENIOR HIGH SCHOOLS REPORTING VARIOUS COURSE TITLES
ACCORDING TO SIZE OF SCHOOL

Course Title	1936-1937			1940-1941			1945-1946			1946-1947			1947-1948		
	0-100	101-500	Over 500	0-100	101-500	Over 500	0-100	101-500	Over 500	0-100	101-500	Over 500	0-100	101-500	Over 500
	General Business	1	1	1	10	15	2	25	23	3	19	27	6	30	31
Junior Business Training		1		3	6	1	7	5	3	7	8	3	9	4	2
Business Training	3	2		8	7	2	5	6	1	4	4	1	4	7	
Junior Business	2	1		8	5		7	5	1	11	4		7	2	1
Business Principles		1	1		7	1			1			1	1		1
Business Science	2	3		1	5	1				1	1		1	1	1
General Business Science		3	1	1	1	1	1			1				1	
General Business Training	2	1		1									1	1	
Modern Business						1									
Senior Business													1		
Current Business								1			1				1
Introduction to Business			1		1			3			1			1	
Business Exploration									1			1			1
Elements of Business		1													
Business Fundamentals			1												
Business				1	1						2				
Elementary Business				1											
Business Practice				1							1				
Business Life	1														
Junior Business Methods					1										
Elementary Business Training							1								
Total	11	14	5	35	49	9	45	43	11	44	46	14	54	48	14

This table should be read as follows: During the school year 1936-1937, 1 school having a total enrollment less than 100 reported the course title "General Business".

in this group reported 7 different titles for the same year. The small schools with enrollments under 100 reported 8 different course titles during 1947-1948, with 30 of the total of 54 schools reporting the title "General Business".

Table XXIV was prepared to show the course titles as reported by the senior high schools according to class of accrediting. The number of Class A schools reporting the title "General Business" increased each year. However, 12 different course titles were reported by Class A schools in 1947-1948, which was the most recent year studied. Twelve of 17 Class B schools reported the use of the title "General Business" during 1947-1948. Five of the 9 Class C schools reported the title "General Business" and both of the Class D schools offering the course during 1947-1948 reported "General Business" as the title used.

In Table XXV, the number of senior high schools offering junior business training is shown according to types of school organization. There is no uniformity of course titles in schools having any one of the three types of school organization. It should be noted that there were more four-year high schools than either of the other two types. The great majority of these reported the title "General Business" and the number of these schools increased each year. During 1947-1948, 10 different course titles were reported by the four-year type schools. In this group, 54 of the 93 schools reported the title "General Business" while 11 schools reported the title "Junior Business Training", the title used by the State Department of Public Instruction.

Other Business Subjects Offered by Schools Offering Junior Business Training. An analysis of the data was made to determine what other business subjects were offered in schools that offered junior business training. This analysis was made in order to find out whether junior business training was

TABLE XXIV

NUMBER OF SENIOR HIGH SCHOOLS IN KANSAS REPORTING
VARIOUS COURSE TITLES ACCORDING TO CLASS OF ACCREDITING

Course Title	1936-1937			1940-1941			1945-1946			1946-1947			1947-1948							
	A	B	C M	A	B	C M	A	B	C M	A	B	C M	A	B	C M					
General Business	2		1	16	5	3	1	36	11	3	1	41	7	3	1	49	12	5	2	
Junior Business Training	1			9	1			12	2	1		15	2	1		10	3	2		
Business Training	2	2	1	10	4	3		10	2			7	2			11				
Junior Business	2		1	8	3	2		8	4	1		10	3	2		8			2	
Business Principles	2			8				1				1				2				
Business Science	3	2		5	2							2				2	1			
General Business Science	4			2	1			1				1				1				
General Business Training	3				1											1	1			
Modern Business				1																
Senior Business																			1	
Current Business								1				1				1				
Introduction to Business	1			1				3				1				1				
Business Exploration								1				1				1				
Elements of Business	1																			
Business Fundamentals	1																			
Business				1		1						1			1					
Elementary Business				1																
Business Practice					1								1							
Business Life						1														
Junior Business Methods				1																
Elem. Business Training									1											
Total	22	4	1	3	65	18	9	1	73	20	5	1	81	15	6	2	88	17	9	2

This table should be read as follows: During the school year 1936-1937, 2 Class A schools reported the title "General Business".

TABLE XXV

NUMBER OF SENIOR HIGH SCHOOLS IN KANSAS REPORTING
VARIOUS COURSE TITLES ACCORDING TO TYPE OF SCHOOL ORGANIZATION

Course Title	1936-1937			1940-1941			1945-1946			1946-1947			1947-1948		
	2	4	6	2	4	6	2	4	6	2	4	6	2	4	6
General Business	1	2		1	21	5	5	42	4	5	40	7	8	54	6
Junior Business Training		1			7	3	2	11	2	3	13	2	3	11	1
Business Training		5			16	1		11	1	1	8			11	
Junior Business		3			11	2		12	1	1	14		1	8	1
Business Principles	1		1	3	4	1	1			1				2	
Business Science		5		1	6					1	1		1	2	
General Business Science		4		1	2		1			1				1	
General Business Training		2	1		1									2	
Modern Business						1									
Senior Business														1	
Current Business								1			1				1
Introduction to Business		1		1				3		1				1	
Business Exploration							1			1			1		
Elements of Business			1												
Business Fundamentals	1														
Business					2					1	1				
Elementary Business				1											
Business Practice					1					1					
Business Life			1												
Junior Business Methods					1										
Elem. Business Training								1							
Total	3	24	3	7	73	13	9	81	9	13	80	11	14	93	9

This table should be read as follows: During the school year 1936-1937, 1 senior high school with the three-year type of school organization reported the course title "General Business".

offered more in the small schools with limited curriculum offerings or in the large schools with the wider range of subject-matter offerings.

Business subjects, for the purpose of this study, include the subjects listed on page 2 of the "High School Principal's Organization Report" and on page 2 of the "Junior High School Principal's Organization Report". These subjects are junior business training, spelling, and penmanship for the junior high schools, and arithmetic, bookkeeping I, bookkeeping II, business English, commercial geography, law, penmanship, shorthand I, shorthand II, typewriting I, typewriting II, junior business training, and secretarial practice for the senior high schools.

It was found that typewriting, bookkeeping, and shorthand were most frequently offered in the schools that offered junior business training. The other business subjects are grouped together under the heading of "Miscellaneous".

Table XXVI shows the other business subjects offered in the junior high schools that offered junior business training. (Most of the junior high schools offered no other business subject in addition to junior business training.) Spelling and penmanship were offered in 2 to 7 junior high schools each year, and typing was offered in 1 to 3 schools each year. Some schools indicated that penmanship and spelling were offered as integrated phases of other subjects and not as separate subjects.

Table XXVII shows the number and per cent of senior high schools offering junior business training and other business subjects and combinations of business subjects. The (most frequently occurring combination of business subjects in schools offering junior business training during each of the years studied was typewriting, bookkeeping, shorthand, and miscellaneous.) The second most frequently reported combination was typewriting, shorthand, and bookkeeping. During 1947-1948, 40 senior high schools reported the

TABLE LXVI
NUMBER OF JUNIOR HIGH SCHOOLS OFFERING
JUNIOR BUSINESS TRAINING AND OTHER BUSINESS SUBJECTS

<u>Business Subjects</u>	<u>1936-1937</u>	<u>1940-1941</u>	<u>1945-1946</u>	<u>1946-1947</u>	<u>1947-1948</u>
Typewriting	1	3	2	3	2
Spelling and Penmanship	2	5	7	6	5
Spelling Penmanship		1		3	
None	10	15	10	8	9
Total	<u>13</u>	<u>24</u>	<u>19</u>	<u>20</u>	<u>16</u>

This table should be read as follows: During 1936-1937, 1 junior high school offered junior business training and typewriting.

TABLE XXVII

NUMBER AND PER CENT OF SENIOR HIGH SCHOOLS OFFERING
JUNIOR BUSINESS TRAINING AND OTHER BUSINESS SUBJECTS

Business Subjects	1936-1937		1940-1941		1945-1946		1946-1947		1947-1948	
	No.	Pct.	No.	Pct.	No.	Pct.	No.	Pct.	No.	Pct.
Typing	1	3.3	7	7.5	2	2.0	7	6.7	12	10.3
Bookkeeping	1	3.3							1	.9
Typing-Shorthand	1	3.3	8	8.6	8	8.1	7	6.7	9	7.8
Typing-Bookkeeping	2	6.7	14	15.1	16	16.2	13	12.5	15	12.9
Typing-Miscellaneous	2	6.7	4	4.3	2	2.0	1	1.0	1	.9
Typing-Shorthand- Bookkeeping	4	13.4	17	18.2	27	27.3	24	23.1	23	19.8
Typing-Shorthand-Misc.	1	3.3	4	4.3	1	1.0	5	4.8	4	3.4
Typing-Bookkeeping- Miscellaneous	3	9.9	5	5.4	8	8.1	7	6.7	7	6.0
Typing-Shorthand- Bookkeeping-Misc.	12	40.1	34	36.6	33	33.3	39	37.5	40	34.5
Shorthand-Bookkeeping									2	1.7
Miscellaneous	1	3.3			1	1.0	1	1.0	1	.9
None	2	6.7			1	1.0			1	.9
Total	30	100.0	93	100.0	99	100.0	104	100.0	116	100.0

This table should be read as follows: During 1936-1937, 1, or 3.3 per cent, of the senior high schools offering junior business training also offered typing.

first combination and 23 schools reported the second mentioned combination. Fifteen high schools reported the offering of typewriting and bookkeeping in addition to junior business training during 1947-1948. Typewriting was the single subject most often reported by schools offering junior business training. Twelve senior high schools offered typewriting and junior business training during 1947-1948. Approximately 35 per cent of the schools offering junior business training also offered a wider selection of business subjects. During 1947-1948, 29.2 per cent of the total senior high schools offered three business subjects in addition to junior business training. The remaining 36 per cent offered a more limited selection of business subjects in addition to junior business training.

Subject-Matter Field Preparation of the Junior Business Training Teacher.

Page 5 of the "High School Principal's Organization Report" and page 5 of the "Junior High School Principal's Organization Report" contain sections that show the college semester hours in subjects and in teaching fields. These data were compiled and presented in Tables KXVIII to KXXII, inclusive, in order to show the qualifications of the teachers of junior business training. For the purposes of this study, the teachers of junior business training who had college credit in the field of commerce were divided into three groups: those with commerce majors (over 20 semester hours); those with commerce minors (11 to 20 semester hours); and those with some commerce credit, but less than a minor. Teaching fields were listed for those teachers who reported no credit in the field of commerce. These divisions were made in order to form a basis for comparison with the data concerning the preparation of general business teachers of Oklahoma as reported by Glenn D. Overman in 1946.²³

²³Overman, op. cit., p. 78.

The Kansas Secondary School Handbook, 1948, does not state specifically what requirements a teacher must have in order to be approved as a teacher of junior business training. From the number of different teaching fields reported for teachers of junior business training, it may be said that the course in junior business training does not belong to any one department in the high school or junior high school. It would seem that special qualifications should be necessary to teach this course, the same as any other course in the curriculum, and that it might be worthwhile for the State Department of Public Instruction to give consideration to this matter.

From Table XXVIII it may be seen that nearly one half of the junior business training teachers in the junior high schools had no commerce credit during the last four of the years studied. During 1936-1937, only 2 of the 13 junior business training teachers reported college hours in the field of commerce. Of the teachers who reported no credit in commerce, the most often reported teaching fields were English and mathematics. Ten different teaching fields were reported for junior high teachers of junior business training who had no credit in the field of commerce. One junior high school did not indicate on the report what the teaching field was for the junior business training teacher during the years 1936-1937 and 1940-1941.

Table XXIX gives the number and per cent of junior business training teachers in the senior high schools with their indicated fields of subject-matter preparation. It may be seen that the number of teachers with commerce majors ranged from 20, or 64.4 per cent, of the total in 1936-1937 to 93, or 78.9 per cent, of the total teachers for the year 1947-1948. There were 107, or 90.8 per cent, of the total for 1947-1948 that reported some college credit in the field of commerce. Teachers of nine different subject-matter fields with no commerce credit were reported teaching junior business training during the years studied. These fields were mathematics, social science,

TABLE XXVIII

NUMBER OF JUNIOR BUSINESS TRAINING TEACHERS IN KANSAS
 JUNIOR HIGH SCHOOLS WITH INDICATED SUBJECT-MATTER FIELD PREPARATION

Subject-Matter Field Preparation	1936-1937	1940-1941	1945-1946	1946-1947	1947-1948
Commerce Major (Over 20 hours)	2	10 ^a	8 ^b	9	7
Commerce Minor (11 to 20 hours)		2	3	2	
Commerce—Less than Minor (0 to 10 hrs.)		2	1	2	2
Mathematics	2	2	4	1	1
English	2	3	3	3	3
Social Science	1	1		1	1
Home Economics		1			
Elementary	1	1		1	
History	1	1			
Physical Education	1		1		
Art	1	1			1
Science			1	1	1
Economics	1				
No Record	1	1			
Total	<u>13</u>	<u>25</u>	<u>21</u>	<u>20</u>	<u>16</u>

^aTotal includes 1 school with two junior business training teachers.

^bTotal includes 2 schools with two junior business training teachers.

This table should be read as follows: In 1936-1937, 2 of the 13 junior high school junior business training teachers had commerce majors.

TABLE XXIX

NUMBER AND PER CENT OF JUNIOR BUSINESS TRAINING TEACHERS IN KANSAS
SENIOR HIGH SCHOOLS WITH INDICATED SUBJECT-MATTER FIELD
PREPARATION

Subject-Matter Field Preparation	1936-1937		1940-1941		1945-1946		1946-1947		1947-1948	
	No.	Pct.	No.	Pct.	No.	Pct.	No.	Pct.	No.	Pct.
Commerce Major (Over 20 hours)	20	64.4	74	77.1	73	70.2	84	77.8	93	78.9
Commerce Minor (11 to 20 hours)	2	6.5	14	14.7	13	12.5	11	10.2	12	10.2
Commerce--Less than Minor (0 to 10 hrs.)	2	6.5	1	1.0	5	4.8	4	3.7	2	1.7
Mathematics	2	6.5			3	2.9	2	1.9	3	2.5
Social Science	1	3.2					2	1.9	4	3.4
History	1	3.2	1	1.0	2	1.9	1	.9	1	.8
Physical Education					2	1.9	1	.9		
Science			1	1.0			1	.9	1	.8
Economics			1	1.0			1	.9		
Chemistry					1	1.0				
Music	1	3.2								
English					1	1.0				
No Record	2	6.5	4	4.2	4	3.8	1	.9	2	1.7
Total	31	100.0	96	100.0	104	100.0	108	100.0	118	100.0

This table should be read as follows: In 1936-1937, 20 of the 31, or 64.4 per cent of the senior high school junior business training teachers had commerce majors.

history, physical education, science, economics, chemistry, music and English.

The data pertaining to teaching preparation were further analyzed according to size of school, classes of accrediting, and types of school organization. This information is presented in Tables XXX, XXXI, and XXXII.

Table XXX shows that during each year studied, the majority of senior high school junior business training teachers had some college credit in the field of commerce. During the last three years studied, the schools with enrollments over 500 that reported teaching fields of teachers, reported teaching fields of social science and mathematics for the teachers who had no college credit in commerce. The smaller schools reported more different teaching fields than did the large schools. During the last year studied, 1947-1948, the fields of science, history, mathematics, and social studies were reported for the teachers who had no credit in commerce.

From Table XXXI it may be seen that the largest variation in teaching fields reported was found in the Class A schools. The majority of teachers were again found to have commerce credit. During 1945-1946, teaching fields of mathematics, physical education, chemistry, history, and English were reported for those teachers who had no credit in commerce. For the year 1946-1947 six different teaching fields were reported, not including the field of commerce, in which teachers with at least some credit in commerce were reported. In 1947-1948, 4 teaching fields were reported for teachers of junior business training, other than the field of commerce.

Table XXXII reveals the wider variation in teaching fields reported to be in the schools with the four-year type of school organization. The majority of teachers in each type of school organization were reported either as commerce majors, minors, or with some credit in commerce. In the three-

TABLE XXX

NUMBER OF KANSAS SENIOR HIGH SCHOOL JUNIOR BUSINESS TRAINING TEACHERS
WITH INDICATED SUBJECT-MATTER FIELD PREPARATION ACCORDING TO SIZE OF SCHOOL

Subject-Matter Field Preparation	1936-1937			1940-1941			1945-1946			1946-1947			1947-1948		
	0- 100	101- 500	Over 500	0- 100	101- 500	Over 500	0- 100	101- 500	Over 500	0- 100	101- 500	Over 500	0- 100	101- 500	Over 500
	Commerce Major (Over 20 hours)	5	11	4 ^a	24	40 ^a	10 ^a	29	34 ^a	10 ^a	33	37 ^a	14 ^a	41	41 ^a
Commerce Minor (11 to 20 hours)	1	1		7	7		8	5		7	4		6	6	
Commerce—Less than Minor (0 to 10 hrs.)	1	1			1		3	2		2	2		2		
Social Science			1								1	1		2	2
Mathematics	1	1						1 ^a	2		1	1	2		1
Physical Education								2			1				
Chemistry								1							
Economics						1					1				
History	1			1			2			1			1		
Music			1												
English								1							
Science					1					1			1		
No Record	2			3	1		3	1			1		1		1
Total	11	14	6	35	50	11	45	47	12	44	48	16	54	49	15

^a Includes schools with more than one junior business training teacher.

This table should be read as follows: In 1936-1937, 5 of the 11 junior business training teachers in schools with enrollments of less than 100 had commerce majors.

TABLE XXXI

NUMBER OF KANSAS SENIOR HIGH SCHOOL JUNIOR BUSINESS
TRAINING TEACHERS WITH INDICATED SUBJECT-MATTER PREPARATION
ACCORDING TO CLASS OF SCHOOL ACCREDITING

Subject-Matter Field Preparation	1936-1937			1940-1941			1945-1946			1946-1947			1947-1948							
	A	B	C M	A	B	C M	A	B	C M	A	B	C M	A	B	C M					
Commerce Major (Over 20 hours)	16 ^a	3	1	56 ^a	14	4	1	55 ^a	15	3	70 ^a	10	3	1	71 ^a	15	6	1		
Commerce Minor (11 to 20 hours)	1		1 ^b	8	2	4	10	3		6	4	1	11		1					
Commerce--Less than Minor (0 to 10 hrs.)	2			1			3	1	1	2	1	1	1					1		
Social Science	1									2					4					
Mathematics	1		1				3 ^a			2					1	2				
Physical Education							2			1										
Chemistry							1													
Economics				1						1										
History				1	1		1	1				1						1		
Music	1																			
English							1													
Science					1							1						1		
No Record	1	1		2		1	2	1	1	1	1				2					
Total	23	4	1	3	68	18	9	1	78	20	5	1	85	15	8	2	90	17	9	2

^aIncludes schools with more than one junior business training teacher.

^bIncludes one two-year approved high school.

This table should be read as follows: In 1936-1937, 16 of the 23 junior business training teachers in Class A schools had commerce majors.

TABLE XXXII

NUMBER OF KANSAS SENIOR HIGH SCHOOL JUNIOR BUSINESS TRAINING
TEACHERS WITH INDICATED SUBJECT-MATTER PREPARATION
ACCORDING TO TYPE OF SCHOOL ORGANIZATION

Subject-Matter Field Preparation	1936-1937			1940-1941			1945-1946			1946-1947			1947-1948		
	3	4	6	3	4	6	3	4	6	3	4	6	3	4	6
Commerce Major (Over 20 hours)	3	16	1 ^a	6 ^a	56 ^a	13 ^a	7	58 ^a	8 ^a	11	65	8	12	74	7
Commerce Minor (11 to 20 hours)	1	1		1	12	1	2	11		2	8	1	3	9	
Commerce--less than Minor (0 to 10 hrs)	1	1		1				5		1	3				2
Social Science			1							1	1		1	3	
Mathematics	2						2 ^a	1		1	1			2	1
Physical Education								2			1				
Chemistry							1								
Economics				1							1				
History	1			1				2		1				1	
Music	1														
English								1							
Science					1						1				1
No Record		2		1	2			3	1			1			1 1
Total	3	24	4	8	74	14	12	82	10	15	82	11	16	93	9

^aOne school with two teachers.

This table should be read as follows: In 1936-1937, the 3 junior business training teachers, employed in schools with the three-year type of school organization, had commerce majors.

year schools only social science teaching fields were reported for 1946-1947 and 1947-1948, in addition to the field of commerce. In 1945-1946, mathematics and chemistry were reported as teaching fields for teachers of junior business training by the three-year schools. Teachers with teaching fields in science, history, mathematics, and social science were reported as teaching junior business training in high schools of the four-year type during 1947-1948.

From Tables XXX, XXXI, and XXXII it may be concluded that there is wide variation in the subject-matter field preparation of the junior business training teachers who had no college credit in the field of commerce, regardless of size of the school, class of accrediting, or type of school organization.

Certification of Junior Business Training Teachers. Page 4 of the "Junior High School Principal's Organization Report" and page 4 of the "High School Principal's Organization Report" contain a blank column in which the type of certificate held by each teacher is reported. The information concerning the certificates held by junior business training teachers was collected and is presented in Table XXXIII and Table XXXIV.

Table XXXIII reveals that all but three teachers of junior business training in the junior high schools held Life Certificates. This does not mean that the teachers held Life Certificates which qualified them to teach the course in junior business training. The teaching fields of these teachers are indicated in Table XXVIII. The one teacher who did not hold a Life Certificate during 1947-1948 was teaching on an Emergency Certificate.

The types of certificates held by the senior high school junior business training teachers are reported in Table XXXIV. During each year studied, practically all of the teachers held Life Certificates which permit them to teach in the high schools of Kansas for life. The teaching

TABLE XIII

CERTIFICATION OF KANSAS JUNIOR HIGH SCHOOLS FOR
JUNIOR BUSINESS TRAINING TEACHERS

<u>Certificate</u>	<u>1936-1937</u>	<u>1940-1941</u>	<u>1945-1946</u>	<u>1946-1947</u>	<u>1947-1948</u>
Life	13	25	21	18	15
30-hr. Elementary				1	
60-hr. Elementary				1	
Emergency					1

This table should be read as follows: During the school year 1936-1937, the 13 junior high school junior business training teachers held life certificates.

TABLE XXXIV
 CERTIFICATION OF KANSAS SENIOR HIGH SCHOOL
 JUNIOR BUSINESS TRAINING TEACHERS

<u>Certificate</u>	<u>1936-1937</u>	<u>1940-1941</u>	<u>1945-1946</u>	<u>1946-1947</u>	<u>1947-1948</u>
Life	29	95	93	99	106
2-yr. Special					2
U. S. Emergency			3	5	7
Special Commerce	1		6	3	2
No Record	1	1	2	1	1
Total	<u>31</u>	<u>96</u>	<u>104</u>	<u>108</u>	<u>118</u>

This table should be read as follows: During 1936-1937, 29 of the 31 senior high school junior business training teachers held Life Certificates.

fields of these teachers are reported in Tables XXIX to XXXII, inclusive. In 1947-1948 more junior business training teachers were teaching on less than a Life Certificate than during any other of the years studied. Seven of the 118 junior business training teachers held High School Emergency Certificates during 1947-1948.

Textbooks Used in Kansas for the Course in Junior Business Training.

In the section of this study that dealt with course titles for the first course in basic business training, it was noted that some schools used the same title for the course as the name of the textbook used. The Kansas representative of the South-Western Publishing Company, Mr. Jess W. Miley, Topeka, Kansas, reported the textbooks used by the schools in Kansas. This information is based on the Company's sales records, and is presented in Table XXIV. The book "General Business" by Crabbe and Salsgiver was reported in use in 149 of the schools in Kansas. Jones' textbook, "Our Business Life" was reported in use by 34 schools. "Elements of General Business" by Polishook, Beighley, and Wheland was used in 8 schools and "Preparing for Business" by Hamilton, Gallagher, and Fancher was reported used in 2 schools. This information was for the year 1947-1948. During 1947-1948, there was no state-adopted textbook for use in the schools of Kansas for the course in junior business training. Schools were permitted to use textbooks of their own choosing. The information presented in Table XXIV does not indicate whether the textbooks reported were used in the junior high schools or in the senior high schools. It was reported by Mr. Miley that the same textbooks were used by the junior high schools that were used on the high school level. That would indicate that seventh and eighth grade students were and are using the same textbook material that is used by ninth, tenth, eleventh, and twelfth grade students in schools offering a course in junior business training.

TABLE XXIV

TEXTBOOKS USED FOR THE COURSE IN JUNIOR BUSINESS
TRAINING IN KANSAS JUNIOR AND SENIOR HIGH SCHOOLS

<u>Textbook</u>	<u>Schools Using^a in 1947-1948</u>
General Business Crabbe and Salsgiver South-Western Publishing Company	149
Our Business Life Jones Gregg Publishing Company	34
Elements of General Business Polishook, Beighley, and Wheland Ginn and Company	8
Preparing for Business Hamilton, Gallagher, and Faucher Prentice Hall, Inc.	2

^aInformation obtained from Jess W. Miley, Topeka, Kansas,
South-Western Publishing Company.

This table should be read as follows: During 1947-1948, 149 schools used "General Business" for a textbook for the course in junior business training.

CHAPTER IV
SUMMARY OF FINDINGS AND CONCLUSIONS

The purpose of this study, as set forth in Chapter I is to determine from official records of the State Department of Public Instruction, the present status of the course in junior business training in Kansas secondary schools, and to present facts for selected years during the past twelve years to reveal current practices and trends.

From the official records on file in the State Department of Public Instruction, data were collected concerning certain aspects of the junior business training course as offered in the schools of Kansas during the school years 1936-1937, 1940-1941, 1945-1946, 1946-1947, and 1947-1948. The information for Table XXXV was taken from the files of Jess W. Wiley, Topeka, Kansas. Mr. Wiley is the Kansas representative of the South-Western Publishing Company.

In Chapter III these data are presented in tabular form and the findings are set forth and analyzed. The most significant findings and conclusions reached from the study are summarized in Chapter IV. (A summary of the more important findings follow:)

1. There has been a decided increase in the total number of schools in Kansas offering junior business training during the twelve years between 1936-1937 and 1947-1948. The number of schools offering junior business training increased from 43 in 1936-1937 to 132 in 1947-1948. In 1936-1937, 5.5 per cent of the total schools in Kansas offered junior business training. This percentage increased to 18.0 in 1947-1948.

2. (In recent years the course in junior business training has been offered in approximately the same percentage of total schools in Kansas as has been general business in the schools of Oklahoma.)

3. The (schools offering junior business training included both the junior high schools and the senior high schools.) The number of junior high schools offering the course increased from 13 in 1936-1937 to 24 in 1940-1941; then decreased to 16 schools in 1947-1948. The number of senior high schools offering junior business training increased from 30 in 1936-1937 to 116 in 1947-1948.

4. The number of students enrolled in junior business training in both junior high schools and senior high schools increased from 1,648 in 1936-1937 to 3,233 in 1947-1948. The enrollment in the junior high schools increased from 718 in 1936-1937 to 1,183 in 1940-1941 and then decreased to 665 in 1947-1948. The enrollment in the senior high schools increased from 930 in 1936-1937 to 2,568 in 1947-1948.

5. (Junior high schools of all sizes according to total number of students enrolled offered the course in junior business training. No definite trend was observed toward offering the course in schools of any one size, based on total enrollment, in the junior high schools.) More senior high schools in the 0-100 enrollment group offered junior business training than in ^{any} other single group. The per cent of the total schools offering junior business training in the 0-100 enrollment group increased from 36.7 per cent in 1936-1937 to 46.6 per cent in 1947-1948. The trend is toward offering junior business training in the smaller senior high schools.

6. Although junior business training was offered in senior high schools of all classifications during each year studied, the greatest number of schools offering the course were Class A schools. In 1936-1937, 22 or 7.8 per cent, of the total Class A schools offered junior business training. During 1947-1948, 88, or 27.5 per cent, of the total Class A schools offered junior business training. Over 80 per cent of the total number of students enrolled in junior business training during each year studied were found in

Class A schools.

7. A total of 171 different schools offered junior business training during the two-year period, 1946-1947 and 1947-1948. Twenty-one of these were junior high schools located in 14 different counties in Kansas. The 150 other schools were senior high schools located in 72 different counties in the state of Kansas.

8. The (general practice of junior high schools and senior high schools was to offer junior business training as a one-year course.) Seven of 30 senior high schools offered a one-semester course in 1936-1937, while only 8 of 116 schools offered a one-semester course in 1947-1948.

9. The (course in junior business training was offered on all grade levels and combinations of grade levels. Junior business training was offered in the eighth and ninth grades in most of the junior high schools.) During 1946-1947 and 1947-1948, approximately three fourths of the senior high schools offered junior business training to the ninth, tenth, or ninth and tenth grades combined. During 1947-1948, 12.8 per cent, of the schools offering junior business training permitted enrollments from three or more grade levels. Six senior high schools limited enrollment in junior business training to students of the twelfth grade during 1947-1948.

10. Ten different course titles were used by junior high schools and 21 different titles were used by senior high schools during the five years studied. The (titles reported most often in the junior high schools were "Business Training", "Junior Business Training", "General Business", and "Junior Business". "General Business" was the course title most often used in the senior high schools.) In 1947-1948, 68, or 58.6 per cent, of the 116 senior high schools reported the use of the course title "General Business".

° "Junior Business Training" was the course title that ranked second in order of frequency during the last three years studied.

The (variety of course titles for the first course in basic business education persists without regard to the size of school, class of accrediting, or type of school organization.)

11. The (majority of junior high schools offered no other business subject in addition to junior business training.) Spelling and penmanship were offered in 2 to 7 junior high schools, and typewriting was offered in 1 to 3 schools during each of the years studied.

12. Approximately 35 per cent of the senior high schools offering junior business training also offered a fairly complete business curriculum. During 1947-1948, 29.2 per cent of the total senior high schools offered three business subjects in addition to junior business training. (Typewriting, shorthand, and bookkeeping were the three subjects most often offered in addition to junior business training.) The remaining 36 per cent of the schools offered a more limited selection of business subjects in addition to the course in junior business training.

13. (Approximately one half of the junior high school junior business training teachers had college credit in the field of commerce. Ten different teaching fields were reported for the teachers who had no college training in the field of commerce, but who were teaching the course in junior business training.)

14. The majority of senior high school junior business training teachers had commerce majors. The number of teachers with commerce majors ranged from 20, or 64.4 per cent, of the total in 1936-1937 to 93, or 78.9 per cent, of the total for the year 1947-1948. There were 107, or 90.8 per cent, of the total junior business training teachers in 1947-1948 who had some college credit in the field of commerce. For those teachers of junior business training who did not have college credit in the field of commerce, nine

different fields of subject-matter preparation were reported. These were mathematics, social science, history, physical education, science, economics, chemistry, music, and English.

15. (Nearly all of the junior business training teachers held Life certificates to teach in the State of Kansas. The majority of these included some college credit in the field of commerce, but approximately one half of the junior high school junior business training teachers during the last four years studied had no college credit in commerce.) The percentage of senior high school junior business training teachers with no college credit in commerce decreased from 35.6 per cent with no commerce credit in 1936-1937 to 21.1 per cent in 1947-1948.

16. The (textbook, "General Business", by Crabbe and Salsgiver is more widely used for the course in junior business training than any other one book. This textbook was reported as being used more than three times as often as all other junior business training textbooks combined. The same books are used for students of the junior high schools as for the students of all grade levels in senior high school.) These books were prepared for students in the early years of the secondary school.²⁴

Based on the findings summarized for this study, the (following conclusions may be drawn concerning the status and trends of the course in junior business training in the state of Kansas.)

1. There has been (a marked growth in the offerings and enrollments in junior business training throughout the schools of Kansas during the past twelve years. The major part of this growth has been in the senior high schools.)

2. The (marked growth in offering and enrollment in junior business

²⁴Crabbe and Salsgiver, General Business, preface, p. iv.

training is evidence of a trend toward wider introduction of this subject.) During the twelve years studied, the proportion of schools offering junior business training increased from 5.5 per cent to 18.0 per cent of the total number of accredited schools. However, over 80 per cent of the schools still do not offer the course, leaving plenty of room for further growth.

3. The (different schools reported quite varied grade-placement practices in connection with the course in junior business training.) The practice of offering the course on every grade level and combination of grade levels from the seventh grade to the twelfth grade is worthy of further study and investigation. The objectives and content of each course, and the supplementary materials used by the instructor throughout the course should be known before this practice can be generally approved or criticized.

4. The lack of standardization in the subject-matter preparation of the junior business training teacher should be given serious consideration. The Kansas Secondary School Handbook sets forth definite and specific qualifications for teachers of typewriting, shorthand, bookkeeping, and commercial arithmetic. No mention is made of the requirements or qualifications necessary for the teacher of junior business training.

5. There is a definite trend toward the use of the title "General Business" for the first course in basic business education.) Eleven different course titles were reported, in addition to "General Business", for the year 1947-1948. This fact indicates a lack of standardization in the course titles.

6. An obvious trend was observed in the length of the course in junior business training. The trend is toward offering junior business training as a one-year course.)

7. The (course in junior business training is rarely offered in a school that offers no additional commercial subjects.) Approximately one third of

the schools offering junior business training offer two or less additional commercial subjects. Since two thirds of the schools that offer junior business training also offer three or more additional commercial subjects, it may be concluded that junior business training is being introduced more extensively in the schools with more complete business curricula.

8. Teachers with Life Certificates are generally employed to teach the course in junior business training, although some teachers do not report college credit in the field of commerce. The teachers are certified to teach in Kansas schools, but 21.1 per cent to 35.6 per cent may not be specifically qualified to teach junior business training, which is evidenced by the fact that this percentage have no commercial credit on their college transcripts.

9. Sufficient consideration has not been given to the selection of textbooks for the course in junior business training. Schools have permitted students from all grade levels in the senior high schools and junior high schools to enroll in junior business training and use textbooks designed for the ninth and tenth grade levels.)

BIBLIOGRAPHY

Publications of the State Department of Public Instruction,
State of Kansas, State Capitol Building, Topeka, Kansas.

Kansas Secondary School Handbook, 1936-1948, inclusive.

Kansas Educational Directory, 1936-1948, inclusive.

Bulletins

Annual Report of the Commissioner of Education for the year ended
June 30, 1929. Washington: United States Government Printing Office.

Annual Report of the Commissioner of Education for the year ended
June 30, 1932. Washington: United States Government Printing Office.

Annual Report of the Commissioner of Education for the year ended
June 30, 1927. Washington: United States Government Printing Office.

Statistical Summary of Education, 1937-1938; Bulletin No. 2, 1940.
Federal Security Agency, United States Office of Education.
Washington: United States Government Printing Office.

Introduction to Business. New York State Education Department, 1939.

Walters, R. G., The Business Curriculum. Monograph No. 55, South-Western
Publishing Co., 1942.

Books

Good, Carter V. Dictionary of Education. New York: McGraw-Hill Book
Company, 1945.

Yearbooks

Haynes, Benjamin R. and Others. The Business Curriculum. Sixth Yearbook
of the National Commercial Teachers Federation, Ann Arbor, Michigan:
Ann Arbor Press, 1940.

Unpublished Material

Overman, Glenn D. "Status and Trends of the Course in General Business in
the Schools of Oklahoma". Unpublished Master's thesis of Oklahoma
Agricultural and Mechanical College, 1946.

APPENDIX

DATA SHEET

Name of school _____

High Sch

Jr. Hi Sch

Location _____

9-10

7-9

County _____ Accredited Class _____

9-11

7-10

9-12

7-8

10-12

8-9

8-12

7-12

Type of Organization 8-4 6-6 6-3-3 6-2-4 6-4-4

	1947-48	1946-47	1945-46	1940-41	1936-37
1. 1 yr. or 1 semester					
2. Grade level offered					
3. Title of course					
4. Other business offered					
1. Typing					
2. Bookkeeping					
3. Typing-shorthand					
4. Typing-bookkeeping					
5. Typing-misc.					
6. Typing-shorthand-book-keeping					
7. Typing-shorthand-misc.					
8. Typing-bookkeeping-misc.					
9. Typing-shorthand-book-keeping-misc.					
10. Miscellaneous					
11. None					
5. Number enrolled in school					
6. Teaching field of teacher					
7. Number enrolled in junior business training					
8. Teachers hrs. of commerce					
9. Teachers certification					

City.....
School.....
County.....

STATE OF KANSAS
DEPARTMENT OF PUBLIC INSTRUCTION
L. W. BROOKS, State Superintendent
JUNIOR HIGH SCHOOL PRINCIPAL'S ORGANIZATION REPORT

School Year 19..... 19.....
Date Received.....
Type of Organization.....
(2-yr.—3-yr.)

This report is to be used by all two-year and three-year junior high schools. All six-year organizations will use the senior high school form.

Superintendent..... Salary.....
Years in present position, including current year.....
Check the type of Administrator's certificate held.
Provisional Administrator's Certificate.....
Life Administrator's Certificate.....

PRINCIPAL..... Salary.....
Years in this position, including current year.....
Check the type of Administrator's Certificate held.
Provisional Administrator's Certificate.....
Life Administrator's Certificate.....

Population of city.....

SIZES OF CLASSES

No. pupils in class,	1-5	6-10	11-15	16-20	21-25	26-30	31-35	Over 35
No. of classes								

(Include ALL subjects except music and gymnasium)

Junior High School Enrollment

Year	Boys	Girls	Total
7.....			
8.....			
9.....			
Totals,			

Number of junior high-school students from outside the school corporation—Boys..... Girls.....

Board of Education (give name of each member):

President.....
Clerk.....
Treasurer.....

Date of opening of school year.....

Number of weeks in school year.....

Underscore the length of your class periods, exclusive of time for passing of classes: 40 minutes; 60 minutes.

Number units required for graduation?.....

Are they made up of credits earned in regular classroom work?.....

On what basis do you admit students from other schools?.....

What grade is required for passing?.....

Number completing junior high school last year:

Boys..... Girls.....

Are accurate, complete, and cumulative records kept for each student?.....

Information Regarding Last Graduating Class

IN HIGHER INSTITUTIONS

	Kansas		Other States	
	Boys	Girls	Boys	Girls
Your senior high school				
Other high schools				

GROUND—BUILDING

- How large is the school ground?.....
- Does the junior high school own a separate athletic field; if so, how many acres?.....
- Does the junior high school occupy a separate building?.....
- Is your building stone, brick, concrete, frame, or tile?.....
- When was it built?.....
What is the valuation of the junior high-school building?.....
- Total number of rooms used for junior high-school purposes.....
- Number of rooms used exclusively for—
 - Recitation.....
 - Science work.....
 - Sewing.....
 - Cooking.....
 - Manual training.....
 - Commercial work.....
 - Study.....
- Is each room adequately provided with up-to-date maps, charts, and other appliances likely to be needed in conducting recitations held in that particular room?.....

THE SCHOOL PLANT, SANITATION, JANITORIAL SERVICE

(See Handbook on Organization and Practices for a statement of Standard VII).

Does the school conform to the requirements indicated in Standard VII?.....

(Mention any exceptions).....

FACULTY

	Men	Women
Number High School Teachers		
Lowest Annual Salary		
Highest Annual Salary		
Average		

(In the above statements do not include salaries of superintendent or principal or any faculty member who devotes one-half of his time to administrative or supervisory duties.)

LIST OF COURSES OFFERED FOR CREDIT

		GRADE IN WHICH SUBJECT IS OFFERED THIS YEAR	
		1st Sem.	2d Sem.
Group I ENGLISH *Required	*7th grade English *8th grade English *English 1-2		
Group II MATHEMATICS *Required	*7th grade mathematics *8th grade mathematics 9th grade algebra General Mathematics		
Group III SOCIAL SCIENCE *Required	*7th grade social science *8th grade social science 9th grade social science		
Group IV SCIENCE *Required	*7th grade science *8th grade science 9th grade science		
Group V LANGUAGES	Latin 1-2 Latin 3-4 Spanish 1-2 Spanish 3-4 French 1-2 French 3-4 German 1-2 German 3-4		
Group VI COMMERCE	Junior Business Training Spelling Penmanship		
Group VII INDUSTRIAL SUBJECTS *Required	*7th grade home economics *8th grade home economics Home economics 1-2 *7th grade manual training *8th grade manual training Manual training 1-2		
Group VIII MUSIC—ART	Chorus Glee Club Orchestra Band Art		
Group IX PHYSICAL EDUCATION	Gymnasium Health, Physiology and Hygiene		

EDUCATIONAL PROGRESSFor.....**Junior High School**

What additions or changes have been made in your junior high school since September 15 of last year in—

(1) Building?

(2) Equipment?

(3) Teaching force?

(4) Courses of study?

(5) Organization?

(6) Library?

(7) Laboratory?

STATE DEPARTMENT OF
PUBLIC INSTRUCTION
JUNIOR HIGH SCHOOL
PRINCIPAL'S ORGANIZATION
REPORT

.....Junior High School

....., Kansas

School year 19.....-19.....

Date.....

Signature.....

Title.....



City.....
 School.....
 County.....

STATE OF KANSAS
DEPARTMENT OF PUBLIC INSTRUCTION
L. W. BROOKS, State Superintendent

School Year 194...-194...
 Date Received.....
 Class.....
 (A-B-C-M)

HIGH SCHOOL PRINCIPAL'S ORGANIZATION REPORT

ADMINISTRATION

SUPERINTENDENT..... Salary.....
 Years in present position, including current year.....
 Years experience in elementary school..... H. S.....
 Check the type of Administrator's Certificate held.
PROVISIONAL ADMINISTRATOR'S CERTIFICATE.....
DATE OF EXPIRATION.....
LIFE ADMINISTRATOR'S CERTIFICATE.....
PRINCIPAL..... Salary.....
 Years in present position, including current year.....
 Check the type of Administrator's Certificate held.
PROVISIONAL ADMINISTRATOR'S CERTIFICATE.....
DATE OF EXPIRATION.....
LIFE ADMINISTRATOR'S CERTIFICATE.....
BOARD OF EDUCATION (Give name of each member):
 President.....
 Clerk.....
 Treasurer.....

ORGANIZATION

Other organization report blanks are provided for junior high schools organized as distinct and separate units.
 Population of city..... Area in square miles of district.....
 Valuation of district for current year.....
 Bonded debt.....
 Mills levied for general operation.....; for indebtedness.....
 Current budget for high school:
 Operation expenses.....Capital outlay.....
TYPE OF ORGANIZATION (As recognized by State Department of Public Instruction):
 Underscore plan used. 8-4, 6-6, 6-3-3, 6-2-4, 6-4-4.
 State any change you wish in above type of organization.....
HIGH SCHOOL—Organized under what law: (Underscore):
 Community, Rural, City 1, City 2, C V S
 Underscore the length of your class periods—40 min.; 60 min.
 Length of all laboratory periods..... Number per week.....
 How many units do you require for graduation?.....

SCHOOL ENROLLMENT

YEAR	(a) High School			(b) Elementary School	
	Boys	Girls	Total	Grades	Grades
7				Kindrg'n.	
8				1.....	5.....
9				2.....	6.....
10				3.....	7.....
11				4.....	8.....
12					
P. G.					
Totals					

Number of Pupils Carrying for Credit

Less than 4 units	4 units	5 units	More than 5 units

SIZES OF CLASSES

No. pupils in class,	1-5	6-10	11-15	16-20	21-25	26-30	31-35	Over 35
No. of Classes								

(Include ALL subjects except music and gymnasium)

On what basis do you admit students from other schools to advanced standing in your school?.....
 What grade is required for passing?.....
 Are accurate, complete, and cumulative records kept for each student?.....

Do you use textbooks adopted for high schools?.....
 Date of opening of school this year.....19.....
 year ends.....; length of school term in days.....

FACULTY

	Men	Women
Number High School Teachers.....		
Lowest Annual Salary.....		
Highest Annual Salary.....		
Average.....		

(In the above statements do not include salaries of superintendent or principal or any faculty member who devotes one-half of his time to administrative or supervisory duties.)

Number of high-school students from outside the high-school district:
 Boys..... Girls..... Total.....

INFORMATION REGARDING LAST GRADUATING CLASS

	In Higher Institutions		In Gainful Occupations	
	Boys	Girls	Boys	Girls
State University.....			Trades.....	
Agricultural College.....			Farming.....	
Teachers College.....			Business.....	
Other Colleges.....			Teaching.....	
Normal Schools.....			At Home.....	
Commercial Schools.....			Unknown.....	
Junior College in the County.....			Nursing.....	
Senior College in Other Counties.....				

Number of students graduated from your high school last spring:
 Boys..... Girls..... Total.....

LIST OF COURSES OFFERED FOR CREDIT TOWARD GRADUATION
SCHEDULES FOR GRADES 7-8 WILL BE FILLED OUT BY SIX-YEAR HIGH SCHOOLS ONLY.
SCHOOLS MAINTAINING A JUNIOR HIGH SCHOOL WILL MAKE A SEPARATE REPORT

REQUIREMENTS:
 Grades 9-12

1. Two majors of three units each.
 a. First major, English. b. Second major, 3 units of one of the remaining group.
2. Two minors of two units each. One of which must be in social science unless social science is a major.
3. One half unit of Constitution of the United States.
4. One unit of American History.
5. One unit of Mathematics.
6. One unit of Laboratory Science.
7. One unit of Physical Education.

} Effective for Seniors of 1949.

		GRADE IN WHICH SUBJECT IS OFFERED THIS YEAR				GRADE IN WHICH SUBJECT IS OFFERED THIS YEAR	
		1st Sem.	2d Sem.			1st Sem.	2d Sem.
Group I English. *Required	*7th Grade English.....			Group V Languages.	Latin 1-2.....		
	*8th Grade English.....				Latin 3-4.....		
	*English 1-2.....				Latin 5-6.....		
	*English 3-4.....				Spanish 1-2.....		
	*English 5-6.....				Spanish 3-4.....		
	English 7-8.....				French 1-2.....		
	Speech.....				French 3-4.....		
	Dramatics.....				German 1-2.....		
	Journalism.....				German 3-4.....		
Group II Mathematics. *Required **One of these required of Seniors of 1949	*7th Grade Mathematics.....			Group VI Commerce.	Arithmetic 1-2.....		
	*8th Grade Mathematics.....				Bookkeeping 1-2.....		
	**9th Grade Math. (Algebra 1-2)				Bookkeeping 3-4.....		
	Algebra 3-4.....				Business English.....		
	Plane Geometry 1-2.....				Geography (Commercial).....		
	Solid Geometry.....				Law.....		
	**General Mathematics.....				Penmanship.....		
	Trigonometry.....				Shorthand 1-2.....		
**Commercial Arithmetic.....			Shorthand 3-4.....				
Group III Social Science. *Required	*7th Grade Social Science.....			Group VII Industrial and Vocational Subjects.	*7th Grade Home Economics.....		
	*8th Grade Social Science.....				*8th Grade Home Economics.....		
	Citizenship.....				Home Economics 1-2.....		
	Vocations.....				Home Economics 3-4.....		
	World History.....				Home Economics 5-6.....		
	World Geography.....				*7th Grade Manual Training.....		
	Ancient History.....				*8th Grade Manual Training.....		
	Modern History.....				Woodwork 1-2.....		
	*American History.....				Woodwork 3-4.....		
	*Constitution.....				Mechanical Drawing 1-2.....		
Economics.....			General Shop 1-2.....				
Sociology.....			Auto Mechanics.....				
International Relations.....			Printing 1-2.....				
Group IV Sciences. *Required **One of these required of Seniors of 1949	*7th Grade Science.....			*Required.	Voc. Agriculture 1-2.....		
	*8th Grade Science.....				Voc. Agriculture 3-4.....		
	General Science 1-2.....				Voc. Home Economics 1-2.....		
	Physical Geography.....				Voc. Home Economics 3-4.....		
	Agriculture (Gen.) 1-2.....						
	**Biology 1-2.....						
	**Physics 1-2.....						
	**Chemistry 1-2.....						
	Physiology.....						
	**Aeronautics 1-2.....						

Indicate only those subjects which are offered this year

Indicate only those subjects which are offered this year

EDUCATIONAL PROGRESS

What additions or changes have been made in your high school since September 15 of last year in—

(1) Building and grounds?

(2) Equipment?

Laboratory?

Library?

(3) Teaching force?

Number of new staff members..... Number inexperienced.....

Give reason for any excessive turnover of teachers

.....

(4) Courses of study?

Total units offered this year.....

Subjects added this year.....

.....

Subjects dropped this year.....

.....

List subjects alternated but not offered this year

.....

(5) Additional remarks.

MATTERS OF SPECIAL INTEREST TO THE ADMINISTRATION GENERAL POLICIES, PLANS, AND PROCEDURES

Records and Pupil Accounting

1. Are school records kept in fireproof safe or vault?.....
2. Do all teachers have proper certificates?.....
3. Is an official transcript of each teacher's college preparation kept on file?.....
(By an official transcript is meant the institutional credit records certified by the registering officer of the higher institution, and carrying the seal of that institution).
4. Have these official records been used as basis for reporting on teacher training in this report?.....
5. Are official transcripts checked before employing and assigning teachers?.....
6. Do you have a complete inventory of all equipment?.....
7. Is the inventory kept in fireproof safe or vault?.....
8. Is a permanent system of individual pupil records maintained?.....
9. Check the items of information recorded on the individual pupil permanent record cards: School marks.....; Intelligence test scores.....; standardized test results.....; health, character, personality and other ratings.....; record after leaving school.....
10. Check the record forms used: Registration card.....; program card.....; health record.....; attendance record.....; guidance record.....; activities record.....

EDUCATIONAL OUTLOOK

- Do you have a PTA?.....
- Are all teachers members of the Local Teachers' Association?.....
- State Teacher's Association?.....
- National Educational Association?.....
- Is the attitude of the community conducive to the best interest of the school?.....
- Does the board elect school employees **only** on recommendation of the administrative head of the school system?.....
- Does the community extend a cordial welcome to the teachers to become a part of the community life of the community?.....
- Do teachers become members of the local clubs or society of the community?.....
- Are teaching defects and weaknesses discussed with the individual teacher in order that the teacher may remedy such weaknesses?.....
- Is dismissal of teachers looked upon as a last resort in the improvement of instruction?.....
- Are teachers notified of reemployment or dismissal in due time?.....
- Does the administration plan in terms of a long time educational program?
- a. Is tenure of teachers and administrators satisfactory?.....
 - b. Redecoration and repair of building (both exterior and interior)?.....
 - c. Repair and replacement of:
 1. Laboratory Equipment?.....
 2. Shop Equipment?.....
 3. Home Economics Equipment?.....
 4. Library?.....
 5. Permanent office and class furniture?.....
 6. Typewriters?.....
- Is satisfactory janitor service provided?..... Are janitors under contract?..... Are janitors under the supervision of the principal or superintendent?.....
- Is there adequate provision for janitorial supplies?.....
- When selecting a janitor, is care given to the personal qualifications and habits as the basis for fitness for the particular position he is to fill?.....
- Has he had special training?..... For how many months employed.....
- Name of chief janitor or custodian..... Salary.....

HANDLING OF ACTIVITY FUNDS

1. Is an accounting system used for your High School Activities?.....
2. Who is responsible for the accounting of the activities finances?.....
3. Do you have a surety bond?..... Yes No
4. Do you issue serially numbered duplicate receipts for all money received?..... Yes No
5. Do you pay out money only by serially numbered checks?..... Yes No
6. Do you make monthly and annual summary reports to your school board?..... Yes No
7. Do you maintain a columnar account book?..... Yes No
8. Do you use serially numbered tickets for admittance to school events?..... Yes No
9. Do you have a regular audit?..... Yes No

GROUNDS—BUILDING—EQUIPMENT

1. How large is the school ground?.....
2. When was the building erected?..... Cost?.....
3. Number of rooms used for high school purposes?.....
4. Does each room have equipment suitable for the purpose for which it is used?.....
5. Do you have suitable furniture and equipment for Home Economics?..... Shop?..... Bookkeeping?..... Typewriting?.....
6. Is your laboratory equipped with suitable laboratory furniture?..... Check the subjects for which the science equipment is adequate: General Science..... Agriculture..... Biology..... Physics..... Chemistry.....
7. Is provision made for necessary decoration and repair of building?

THE GUIDANCE PROGRAM

This section of the report has its purpose a statement on your part as to what you are attempting as a guidance program for your students.

1. Are you doing anything in a definite form as a guidance program for your students?.....
2. Do you carry a home-room organization in which the teacher advises pupils in her group with reference to their several guidance programs?.....
3. Does this advice cover the direction of the student in his high school education and prospective college education?.....
4. Does it cover also a guidance of the student in his post-school vocational life?.....
5. Do you have a definite vocational guidance program with community assistance?.....
6. Supplement this with any written statement which you deem appropriate:.....

7. Name of counselor or director of program.

ORGANIZATIONS OR ACTIVITIES

Names of literary, debating, athletic, music, or other pupils' organizations, clubs and activities worthy of favorable comment	Approximate membership	Number of meetings in year	Name of supervising teacher	Is school credit given for satisfactory work and if so, how much?
1.....
2.....
3.....
4.....
5.....
6.....
7.....
8.....
9.....
10.....

HEALTH AND PHYSICAL EDUCATION

1. How many semesters of physical education do you require of boys?.....; of girls?..... What grades are enrolled?..... Maximum size of class?.....
Boys..... Girls..... Boys..... Girls.....
2. Do you have an organized and functioning intra-mural program for boys?.....; for girls?..... No. of minutes per week?..... Minimum size of class?.....
Boys..... Girls..... Boys..... Girls.....
3. Is everyone required to participate in either the major athletic or in the intra-mural program?..... Does the school have a director of physical education?
(a) For boys.....
(b) For girls.....
4. Name of school nurse, if one is employed..... Who coaches athletic teams?
Boys..... Girls.....
5. Is your school a member of the State High School Activities Ass'n?.....
6. Does the school own a separate athletic field, if so, how many acres?.....



SUPPLEMENTARY REMARKS

Major problems confronting your school system:

It is exceedingly desirable and highly recommended that this report be discussed fully in school board meetings, so that the school board members may become familiar with the school organization, procedure, and requirements.

Signed: Prin. or Supt.

..... Clerk of Board



Typist

Herbert S. Madaus