

STATUS OF BUSINESS EDUCATION OFFERINGS AND ENROLLMENTS
IN 684 FIRST-CLASS MISSOURI HIGH SCHOOLS
FOR THE SCHOOL YEAR 1946-1947

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CHAPTER I

INTRODUCTION

Statement of Problem

This study is intended to be a comprehensive study of offerings and enrollments in business education subjects in the secondary schools of Missouri. Schools will be compared on the basis of size and location of school.

Purpose

It is the purpose of this study to determine the status of offerings and enrollments in business education subjects in Missouri's first-class high schools during the school year, 1946-1947. An attempt has been made to secure and present information that will help answer the following questions:

1. What business subjects are being offered to high school pupils in Missouri?
2. What are the registrations of high school pupils in these subjects?
3. What are the grade placements of business education subjects?
4. How do business education offerings of schools differ in regard to size and location of school?

Need

A survey is needed in order to compile, analyze and interpret this information so that it can be used. It is hoped that this material might prove helpful:

1. To school administrators interested in planning curricula revision
2. To those engaged in training business teachers,

since business education subject offerings in the high schools influence the development of teacher-education curricula in the field

3. To compare present data concerning the status of business education offerings and enrollments with those of previous studies made by the Missouri State Department of Education
4. To note changes in offerings and enrollments in business education subjects by comparing the results of this study with those of previous studies.

An investigation of recent research revealed that only a few limited studies could be found of the offerings, enrollments, and grade placements of business education subjects. It has been well said by a prominent authority,

The fact that we do not have more instances of such perspective in present normative studies is primarily because students in the past have not produced a large number of such investigations. At the present time many people in all fields of social inquiry are recognizing that, by making numerous, carefully executed status studies, they are rendering a much needed service . . .¹

Scope and Delimitations

This study is restricted to an investigation of 684 first-class high schools approved by the State Department of Education for the school year 1946-1947. The data for first-class high schools in Kansas City and St. Louis and the state supported high schools for the deaf and the blind were not available in the office of the State Department of Education. Consequently, these schools were omitted from this study.

Only grades nine, ten, eleven, and twelve were considered

¹Carter V. Good, A. S. Barr, and Douglas E. Scates, The Methodology of Educational Research, p. 290.

in this study since data for grades seven and eight were not available. The study is further limited to data available from records of the State Department of Education and is concerned only with data pertaining to offerings, enrollments, and grade placements of subjects in business education. It is admitted that other aspects of business education are worthy of consideration, but such aspects lie outside the scope of this study.

Sources of Data

The principal data were obtained from "Report of High School Supervisor," Form A.² These annual reports are made by the schools and are verified by the high school inspector before being filed with the State Department of Education. The Missouri School Directory contains the names of all schools in Missouri, the class of school, and names of teachers. The Missouri State Course of Study and Annual Report of the State Superintendent were used to obtain other needed information.

Procedures

The normative survey method of research was used in this investigation. It is believed that this method of research is better suited to this type of problem because it seeks to answer the question, "What are the real facts with regard to the existing conditions?"³ A data sheet was prepared to facilitate getting information from the school's annual report

² See Appendix A for a copy of this report form.

³ Good, Barr, and Scates, op. cit., p. 287.

to the high school supervisor. This data sheet was presented during the Summer Session, 1947, to a seminar of business education students and staff at Oklahoma Agricultural and Mechanical College. Members of this seminar gave constructive criticism on the basis of which the data sheet⁴ was revised and rearranged so that information could more readily be obtained from "Report of High School Supervisor."

The data sheet provided space for recording the following information:

1. Name of school
2. Location
3. County
4. Enrollment
5. Number of high school teachers
6. Each business subject
 - a. Number of sections
 - b. Units credit
 - c. Grades offered
 - d. Total enrolled
 - e. Added, deducted, and alternated in curriculum
 - f. Correspondence

The information needed to complete the data sheet was then obtained from the files of the Missouri State Department of Education in Jefferson City.

This information was recorded on a code sheet and then was punched into IBM cards. The cards were then checked with the code sheet to see that the cards had been punched correctly.

It seemed desirable to group schools by size on the basis of enrollment since the problems of large and small high schools are assumed to be different. Upon examination of enrollment figures given in the Missouri School Directory,

⁴ See Appendix B.

it was decided to use the plan of enrollment grouping used by the Missouri State High School Athletic Association. In order to simplify tabulations, the four enrollment groups were designated by the following titles:

Class A high schools with enrollments of 751 or more pupils

Class B high schools with enrollments from 251 to 750 pupils

Class C high schools with enrollments from 101 to 250 pupils

Class D high schools with 100 pupils or fewer enrolled

It is believed that this rough grouping is adequate for this study because of the similarity of conditions and problems generally found in schools of each enrollment class. In a preliminary investigation of the number of business teachers it was found that 64 per cent of the schools in Class D had one part-time business teacher. It was found that 67 per cent of the Class C schools employed one full-time teacher and about 60 per cent of the Class B schools employed from one to two business teachers.

The schools in the different enrollment classifications were then divided into groups according to geographical areas which correspond to the five teacher-college areas. These geographical areas⁵ are:

Northeast - Includes counties in Kirksville Teachers College area

⁵ See map in Appendix.

Northwest - Includes counties in Maryville Teachers
College area

Central - Includes counties in Warrensburg Teachers
College area

Southeast - Includes counties in Cape Girardeau
Teachers College area

Southwest - Includes counties in Southwest Missouri
State College area

The IBM machine was set to sort data according to size of enrollment, location, and number of teachers. Tables were then obtained from the IBM tabulating machine with the findings analyzed and reported in subsequent chapters.

Definitions of Terms

The terms used in this report are defined as follows:

A grade is "the school-year level of a pupil or class, as grade 6, or eighth grade. This is to be distinguished from mark."⁶

The term "subjects" refers "to those curricular experiences in organized form in the classroom."⁷

Curriculum "includes all activities of children which take place under the direction of the school, whether those activities are curricular or extracurricular, inside of the classroom or outside it."⁸

⁶ Chris A. De Young, Introduction to American Public Education, p. 464.

⁷ J. Minor Gwynn, Curriculum Principles and Social Trends, p. 230.

⁸ Ibid., p. 230.

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."⁹

Business education is "that area of education which develops skills, attitudes, and understandings essential for the successful direction of business relationships."¹⁰

A school is defined as:

"an organized group of pupils pursuing defined studies at defined levels and receiving instruction from one or more teachers, frequently with the addition of other employees and officers . . . usually housed in a single building or group of buildings."¹¹

A first-class school as defined by Section 9447 of the Missouri School Laws is:

" . . . that no school shall be classed as a high school of the first class which does not maintain a four years' course of standard work in English, mathematics, science and history for a term of at least nine months in the year, and which does not employ the entire time of at least three approved teachers in high school work; . . ."¹²

⁹ Carter V. Good, Dictionary of Education, p. 106.

¹⁰ Ibid., p. 54.

¹¹ Ibid., p. 358.

¹² Missouri Department of Education, An Administrators Handbook for High School Districts, Bulletin Number 2, p. 26.

CHAPTER II

ORIGIN, GROWTH, AND DEVELOPMENT OF BUSINESS EDUCATION

Any study of present status of business education will depend upon many influences present in the early history of business education. It is the purpose of this chapter to trace the origin and development of business education subjects, the growth in the number of high schools, business subjects offered, and enrollment in business subjects. It is concerned primarily with the evolution of the business curriculum and registrations in business subjects.

It was of paramount importance to the early settlers of America that religion be perpetuated. Education, then, demanded two things: (1) a ministry which knew the Bible, and (2) a people well enough educated to read and understand the Bible. The emphasis in subject matter, at first, was upon religion and the "three R's"; but gradually there was a need for some sort of education for those intending to enter the simple mercantile enterprises of that time.

Barnhart noted records which indicate that "in 1635, Plymouth Colony engaged a Mr. Morton to teach children to read, write, and cast accounts."¹

Private teachers were available "for the study of arithme-

¹ Earl W. Barnhart, "Early Beginnings of Commercial Education," Vocational Education Magazine, I (October, 1922), 101-102.

tic, handwriting, bookkeeping, and Merchant's accounts."² Colonial evening schools sometimes included instruction in bookkeeping. Franklin's Academy, proposed in 1743, was organized as a vocational school with training in commerce one of its main functions.

Although business subjects were fairly common in the early academies and private business schools, it was not until 1823 that business subjects were added to the high school program of study.

In 1823, bookkeeping was added to the curriculum of the English Classical School for Boys in Boston, which, in 1824, became the English High School. The Massachusetts high school law of 1827 specified single-entry bookkeeping as a high-school subject. The Board of Regents of the State of New York in 1829 recognized bookkeeping as a subject appropriate to an English education. In 1851, the California state law specified bookkeeping as a subject for high-school instruction.³

Prior to 1863, bookkeeping was perhaps the only business subject offered. Lyon states that shorthand was introduced at about this time.

In 1863, shorthand (and perhaps bookkeeping) was made a part of the course of study in Central High School, Philadelphia, and the St. Louis High School. The introduction of this work is supposed to be the origin of clearly defined commercial education at public expense in the United States.⁴

In 1875, C. L. Sholes and C. Glidden placed the manufacture

² R. F. Seyboldt, "Source Studies in American Colonial Education; the Private School," University of Illinois Bulletin No. 28, 1925.

³ Jesse Graham, The Evolution of Business Education in the United States and its Implications for Business-Teacher Education, p. 26.

⁴ Leverett S. Lyon, Education for Business, p. 239.

of their typewriter in the hands of Remington; and by 1885, it was recognized as a business necessity.

Increasing interest in business education was shown by more offerings and expanded enrollments in business subjects. Additional business subjects were being offered in 1890 according to Stout's⁵ study. These subjects were commercial arithmetic, business forms, commercial law, and phonography.

Figures published by the United States Bureau of Education show that there were in 1890 a total of 2,526 public high schools with an enrollment of 202,963. In 1928, there were 18,116 public high schools with an enrollment of 3,354,473 which shows an increase in the number of schools of 617.2 per cent and a 1,552.7 per cent increase in enrollment.

Several studies of subject registrations have been made by the United States Office of Education. These studies were started in 1890 and were included in the Annual Reports at five year intervals until 1915. The next studies of subject registration were published in the Biennial Survey of Education in 1922, 1928, and 1934.

In 1910, the United States Bureau of Education figures show that 1,440 public schools offered business education subjects. In the Biennial Survey of Education for 1928-1930, J. O. Malott stated, "there were 10,000 high schools which

⁵ John Elbert Stout, as quoted by Benjamin R. Haynes and Harry P. Jackson, A History of Business Education in the United States, p. 45.

were then offering business subjects."⁶ and also "in 1931 there were 1,000,000 students enrolled in high school business courses."⁷ In 1931, bookkeeping, shorthand, and typewriting still claimed the most students. Next in line with the most students were commercial arithmetic, economics, commercial geography, elementary business training, commercial law, and office practice.

The data used in Tables I, II, III, and IV were compiled from the Biennial Survey of Education, 1928-30, and from the Biennial Survey of Education, 1934-36, published by the United States Office of Education. Data concerning the number of schools offering business subjects were taken directly from tables in the surveys. The percentages in Tables I and II were calculated by dividing the number of schools offering each business subject by the total number of high schools included in the survey for the respective year reported. For example, Table I indicates that in 1928 a total of 5,724 schools offered typing. This number represents 38.9 per cent of the 14,725 high schools included in the 1928 survey by the Office of Education. Likewise, in Table III and Table IV, the percentages were calculated by dividing the number of students enrolled in each business subject by the total high school enrollment reported for the respective year.

The data included in Table I show a steady growth between 1928 and 1934 in the number and proportion of high schools offering business subjects in the United States. Of the four business

⁶ J. O. Malott, "Commercial Education," Biennial Survey of Education, 1928-30, No. 20, I, (1931), p. 206.

⁷ Ibid., p. 240.

TABLE I

NUMBER AND PERCENTAGE OF SCHOOLS IN THE UNITED STATES
TEACHING BUSINESS SUBJECTS IN 1928 AND 1934

Subject	Schools Offering Subject in 1928		Schools Offering Subject in 1934		Per cent of Increase or Decrease
	Number	Per cent	Number	Per cent	
Typing	5,724	38.9	8,575	47.9	+ 9.0
Shorthand	4,277	29.0	5,989	35.5	+ 4.5
Bookkeeping	5,806	39.4	7,516	42.0	+ 2.6
Gen. business	1,290	8.8	5,633	31.5	+ 22.7

This table should be read as follows: Of the 14,725 high schools surveyed by the United States Office of Education, 5,724 or 38.9 per cent offered typing in 1928. Of the 17,879 high schools, 8,575 or 47.9 per cent offered typing in 1934, which shows an increase of 9.0 per cent over 1928.

TABLE II

NUMBER AND PERCENTAGE OF SCHOOLS IN MISSOURI TEACHING
BUSINESS SUBJECTS IN 1928 AND 1934

Subject	Schools Offering Subject in 1928		Schools Offering Subject in 1934		Per cent of Increase or Decrease
	Number	Per cent	Number	Per cent	
Typing	165	24.4	265	44.8	+ 20.4
Shorthand	108	16.0	152	25.7	+ 9.7
Bookkeeping	193	28.6	246	41.6	+ 13.0
Gen. business	17	2.5	28	4.7	+ 2.2

This table should be read as follows: Of the 675 high schools surveyed by the United States Office of Education, 165 or 24.4 per cent offered typing in 1928. Of the 592 high schools, 265 or 44.8 per cent offered typing in 1934, which shows an increase of 20.4 per cent over 1928.

subject reported, general business ranked first in growth as determined by the number and percentage of schools offering each subject. Between 1928 and 1934, the proportion of schools offering general business increased 22.7 per cent; the proportion offering typing, 9.0 per cent; the proportion offering shorthand, 4.5 per cent; and the proportion offering bookkeeping increased 2.6 per cent. When these four business subjects are ranked in descending order, based on the number of schools offering each subject in 1928, the following order obtains: bookkeeping, typing, shorthand, and general business. The descending order of rank in 1934 is as follows: typing, bookkeeping, shorthand, and general business.

The number and percentage of enrollments in business subjects in high schools in Missouri in 1928 and 1934 are shown in Table IV. These figures show the per cent of increase of enrollment in typing to be 2.7 per cent, shorthand 1.7 per cent, and bookkeeping 1.2 per cent, which is slightly more than the per cent of increase in the total school enrollment between 1928 and 1934. Enrollments in general business in Missouri, in the same period, show a decrease of 0.1 per cent.

The figures in Table V are taken from a study that is reported in Bulletin 7C,⁸ a publication of the State Department of Education. The figures presented in Table V show the number and per cent of first-class schools offering business subjects and also the number and per cent of the total number of pupils

⁸ Missouri at Work on the Public School Curriculum, Bulletin 7C, Missouri Department of Education, 1941, p. 10.

TABLE III

NUMBER AND PERCENTAGE OF ENROLLMENTS IN BUSINESS SUBJECTS
IN HIGH SCHOOLS OF THE UNITED STATES IN 1928 AND 1934

Subject	Students Enrolled in Subject in 1928		Students Enrolled in Subject in 1934		Per cent of Increase or Decrease
	Number	Per cent	Number	Per cent	
Typing	439,379	15.2	747,565	13.8	-1.4
Shorthand	251,631	8.7	399,614	7.4	-1.3
Bookkeeping	309,138	10.7	432,496	8.0	-2.7
Gen. business	86,629	3.0	310,596	5.7	+2.7

This table should be read as follows: Of the 2,896,630 enrolled in high schools in the United States, 439,379 or 15.2 per cent were enrolled in typing in 1928. Of the 5,402,305 enrolled, 747,565 or 13.8 per cent were enrolled in typing in 1934, which shows a decrease of 1.4 per cent.

TABLE IV

NUMBER AND PERCENTAGE OF ENROLLMENTS IN BUSINESS SUBJECTS
IN HIGH SCHOOLS OF MISSOURI IN 1928 AND 1934

Subject	Students Enrolled in Subject in 1928		Students Enrolled in Subject in 1934		Per cent of Increase or Decrease
	Number	Per cent	Number	Per cent	
Typing	9,790	11.9	16,368	14.6	+ 2.7
Shorthand	4,596	5.6	8,133	7.3	+ 1.7
Bookkeeping	5,508	6.7	8,426	7.5	+ 1.2
Gen. business	1,112	1.4	1,417	1.2	- 0.1

This table should be read as follows: Of the 82,069 enrolled in high schools in Missouri, 9,790 or 11.9 per cent were enrolled in typing in 1928. Of the 111,774 enrolled, 16,368 or 14.6 per cent were enrolled in typing in 1934, which shows an increase of 2.7 per cent.

enrolled in business subjects in 1937-1938. Of 707 first-class public high schools in Missouri, 580 schools, or 82 per cent, offered beginning typewriting in 1937-1938. The 17,624 pupils taking this course represented 17.8 per cent of the total enrollment in first-class high schools. Beginning bookkeeping ranked second in business subjects with 68.6 per cent of the schools offering it. It also ranked second in enrollment with 8,320 pupils, or 8.4 per cent of the total enrollment. Beginning shorthand ranked third with 58.7 per cent of all schools offering it. Shorthand had an enrollment of 7,975, or 8.1 per cent of the total enrollment. General business ranked fourth with 243, or 34.4 per cent, of the schools offering it. The enrollment in this subject was 4,216 pupils, or 4.3 per cent of all pupils. Advanced shorthand was taught in 25.7 per cent of the schools and enrolled 1,936 pupils. Business law, which ranked sixth, was taught in 24.3 per cent of the schools and had 2,420 pupils enrolled. Advanced typewriting ranked seventh. It was offered in 22.8 per cent of the schools and had 2,397 enrolled. Business arithmetic ranked eighth with 114, or 16.1 per cent of the schools offering it. Business arithmetic had an enrollment of 2,897, or 2.9 per cent of all pupils enrolled.

The next five subjects, business English, commercial geography, salesmanship, office practice, and advanced bookkeeping, were offered in relatively few first-class high schools and ranked in descending order as named.

Table VI presents comparative data pertaining to the number of first-class high schools offering different business subjects

TABLE V

BUSINESS EDUCATION IN 707 FIRST-CLASS MISSOURI
HIGH SCHOOLS IN 1937-38

Subject	First-Class Schools Offering		Pupils Enrolled	
	Number	Per cent of Total Schools	Number	Per cent of Total Enroll- ment
Beginning typewriting	580	82.	17,624	17.8
Beginning bookkeeping	456	68.6	8,320	8.4
Beginning shorthand	415	58.7	7,975	8.1
General business	243	34.4	4,216	4.3
Advanced shorthand	182	25.7	1,936	2.0
Business law	172	24.3	2,420	2.4
Advanced typewriting	161	22.8	2,597	2.4
Business arithmetic	114	16.1	2,897	2.9
Business English	52	8.8	1,123	1.1
Commercial geography	43	6.1	505	.5
Salesmanship	32	4.5	369	.4
Office practice	15	2.1	363	.4
Advanced bookkeeping	8	1.1	59	.1

This table should be read as follows: In 1937-38, beginning typewriting was offered to 580, or 82 per cent of the 707 first-class high schools in Missouri, and had an enrollment of 17,624, which was 17.8 per cent of total high school enrollment.

for the years 1928, 1934, 1935, 1936, 1937, and 1938, and was taken from the Annual Reports of the Public Schools of the State of Missouri. Bookkeeping, typewriting, and shorthand led the other business subjects in the number of schools offering them. Eight schools were offering general business in the year 1928 as compared with 243 schools offering this subject ten years later.

TABLE VI

COMPARISON OVER A PERIOD OF YEARS OF THE NUMBER
OF FIRST-CLASS HIGH SCHOOLS IN MISSOURI
OFFERING BUSINESS SUBJECTS

Subject	Number of Schools Offering					
	1928	1934	1935	1936	1937	1938
Typewriting	215	363	402	460	504	580
Shorthand	139	222	245	301	324	415
Bookkeeping	273	349	382	410	410	456
Com'l. geography	94	45	40	34	31	43
Com'l. law	69	120	124	130	131	172
Com'l. English	6	44	44	42	43	52
Com'l. arithmetic		78	78	83	81	114
Gen. business	8	56	63	89	148	243
Salesmanship		13	20	20	25	32

This table should be read as follows: In 1928, typewriting was offered in 215 first-class schools; in 1934, in 363 schools; in 1935, in 402 schools; in 1936, in 460 schools; in 1937, in 504 schools; and in 1938, in 580 schools.

CHAPTER III

STATUS OF BUSINESS EDUCATION IN MISSOURI

Number and Enrollment of First-Class High Schools, and
Classification According to Size and Location

The records of the Missouri State Department of Education contained information on 684 first-class high schools. These schools were divided according to size into Classes A, B, C, and D. Class A represents high schools with enrollments of 751 or more pupils; Class B, from 251 to 750 pupils; Class C, from 101 to 250 pupils; and Class D high schools enrolled 100 pupils or fewer. These schools were then placed into geographical sections. Table VII shows the size and location of the 684 first-class schools studied. Figure 1 also shows the size and location

TABLE VII

NUMBER OF CLASS A, CLASS B, CLASS C, AND CLASS D SCHOOLS
IN EACH GEOGRAPHICAL SECTION OF MISSOURI

Geographical Section	Number of Schools by Size Classification and Location				
	All Schools	Class A	Class B	Class C	Class D
All Sections	684	17	85	236	346
Northeast	135	2	10	31	92
Northwest	127	2	12	30	83
Central	139	3	10	45	81
Southeast	161	8	33	78	42
Southwest	122	2	20	52	48

This table should be read as follows: The 684 first-class high schools in Missouri included 17 Class A schools, 85 Class B schools, 236 Class C schools, and 346 Class D schools.

of these schools on an outline map.

This study includes 17 Class A schools, 85 Class B schools, 236 Class C schools, and 346 Class D schools. One hundred thirty-five first-class schools are located in the Northeast section, 127 in the Northwest section, 139 in the Central section, 161 in the Southeast section, and 122 in the Southwest section. The Southeast section contains a large number of Class A schools in St. Louis County. St. Louis County has seven Class A schools. Table VII also shows that the Northeast and Northwest sections of Missouri have a large number of Class D schools, while in the Southeast and Southwest Class C schools are in the majority.

Table VIII presents data about the total high school

TABLE VIII

DISTRIBUTION OF TOTAL ENROLLMENT OF THE 684 HIGH SCHOOLS
IN MISSOURI ACCORDING TO SIZE AND LOCATION OF SCHOOL

Section	Total Pupil Enrollment				
	All Schools	Class A	Class B	Class C	Class D
All Sections	109,358	20,145	30,970	37,863	20,380
Northeast	16,154	1,836	3,960	5,053	5,305
Northwest	15,326	1,879	4,640	4,516	4,291
Central	18,458	3,285	3,276	7,576	4,321
Southeast	35,062	8,558	11,032	12,371	3,101
Southwest	24,358	4,587	8,062	8,347	3,362

This table should be read as follows: The total pupil enrollment in all schools in all sections of Missouri is 109,358 pupils, which includes 20,145 pupils from Class A schools, 30,970 pupils from Class B schools, 37,863 pupils from Class C schools, and 20,380 pupils from Class D schools.

enrollment of Class A, Class B, Class C, and Class D schools. It also shows the total first-class high school enrollment for each geographical section of Missouri. An examination of the data in Table VIII reveals that the Class A schools have a total enrollment of 20,145 pupils, Class B schools a total enrollment of 30,970 pupils, Class C schools a total enrollment of 37,863 pupils, Class D schools a total enrollment of 20,380, and all first-class schools in Missouri, a grand total enrollment of 109,358 pupils.

Typing I

Typing I ranked first in the number of schools offering it and also first in the number of pupils enrolled in it. Typing I includes personal and vocational typing, which is offered for two semesters for one-half or one unit of credit.

Table IX presents a tabulation of the number of first-class high schools offering Typing I. Six hundred forty-four schools, or 94.2 per cent of the 684 schools studied, offered Typing I. This number represents an increase of 84 schools over the 1938 figures given in Table VI.

It is noted from the figures given in Table IX and Table X that 17, or 100 per cent of the Class A schools and 85, or 100 per cent of the Class B schools offered Typing I. In the Southeast section of Missouri, 73, or 93.6 per cent of the Class C schools offered Typing I. One hundred thirty-three, or 95.7 per cent of the first-class schools in the Central section offered Typing I.

An examination of Table X reveals that Typing I was offered

in practically all of the schools having an enrollment above 100. Only 89.9 per cent of the Class D schools offered Typing I, as compared with the 94.2 per cent of all schools offering it.

Table XI presents data relative to the number of enrollments in Typing I. Of the total enrollment of 109,358 pupils, 19,429 were enrolled in Typing I. The Southeast section of Missouri had the most enrollments in Typing I with 5,820 pupils, but that is to be expected since the total school enrollment is higher in this section than in the other sections of Missouri. The Southwest district was next with 4,095 pupils enrolled in Typing I. The Central, Northeast, and Northwest sections follow in the number of enrollments in Typing I, in the order named.

TABLE IX

NUMBER OF THE 684 FIRST-CLASS SCHOOLS OFFERING TYPING I
IN 1946-47, CLASSIFIED ACCORDING TO SIZE AND LOCATION

Section	Number of Schools by Size Class				
	All Schools	Class A	Class B	Class C	Class D
All Sections	644	17	85	231	311
Northeast	123	2	10	31	80
Northwest	121	2	12	31	77
Central	133	3	10	45	75
Southeast	151	8	33	73	37
Southwest	116	2	20	52	42

This table should be read as follows: The total number of schools in All Sections of Missouri offering Typing I was 644 and included 17 Class A schools, 85 Class B schools, 231 Class C schools, and 311 Class D schools.

TABLE X

PERCENTAGE OF THE 684 FIRST-CLASS SCHOOLS OFFERING
TYPING I IN MISSOURI, 1946-47

Section	Per Cent of Schools by Size Class				
	All Schools	Class A	Class B	Class C	Class D
All Sections	94.2	100.0	100.0	97.9	89.9
Northeast	91.9	100.0	100.0	100.0	87.0
Northwest	95.2	100.0	100.0	100.0	92.8
Central	95.7	100.0	100.0	100.0	96.2
Southeast	93.8	100.0	100.0	93.6	88.1
Southwest	95.1	100.0	100.0	100.0	87.5

This table should be read as follows: Ninety-four and two-tenths per cent of all schools in All Sections of Missouri offered Typing I. One hundred per cent of all Class A schools, 100 per cent of all Class B schools, 97.9 per cent of all Class C schools, and 89.9 per cent of all Class D schools offered Typing I in 1946-47.

The figures in Table XI are shown as per cents in Table XII. Fourteen and six-tenths per cent of the total enrollment in Class A schools were enrolled in Typing I. Class B schools enrolled 16.6 per cent of their total enrollment in Typing I, and Class C and Class D schools enrolled in Typing I 19.0 and 20.4 per cent respectively of their total enrollment. The Central section enrolled 19.3 per cent of its total enrollment in Typing I. The Northeast and Northwest sections each enrolled 18.9 per cent, the Southeast section enrolled 16.6 per cent, and the Southwest section enrolled 16.8 per cent of its total enrollment in Typing I. It is interesting to note that the schools with an enrollment under 100 enrolled a greater percentage of their total enrollments

in Typing I than did the schools with an enrollment of over 750 pupils.

The data presented in Table XIII reveal that 328 Class C and Class D schools with three, four, and five teachers were offering Typing I. This number is more than one half of the 644 schools offering this subject. The number of teachers in the 644 schools offering Typing I ranged from 3 to 122. Springfield Senior High School, Springfield, Missouri, had the largest school enrollment and the most teachers of any school studied. This school had 2,891 pupils enrolled, 122 high school teachers, and 406 pupils enrolled in Typing I.

Table XIV presents a distribution of 644 first-class schools in Missouri according to the number of pupils enrolled

TABLE XI

DISTRIBUTION OF ENROLLMENTS IN TYPING I FOR SCHOOL YEAR 1946-47, ACCORDING TO SIZE AND LOCATION OF SCHOOLS

Section	Number of Pupils Enrolled				
	All Schools	Class A	Class B	Class C	Class D
All Sections	19,429	2,949	5,126	7,195	4,159
Northeast	3,059	290	676	1,036	1,057
Northwest	2,895	378	778	839	900
Central	3,560	538	651	1,432	939
Southeast	5,820	1,279	1,787	2,149	605
Southwest	4,095	464	1,234	1,739	658

This table should be read as follows: The number of pupils enrolled in Typing I from all sections was 19,429. This number included 2,949 pupils from Class A schools, 5,126 pupils from Class B schools, 7,195 pupils from Class C schools, and 4,159 pupils from Class D schools.

in Typing I. One Class D school enrolled between 10 and 19 pupils in Typing I. Only one Class A school enrolled fewer than 100 pupils in Typing I.

An examination of data in Table XV reveals that 416 schools were offering Typing I for one unit of credit. Schools organized on a forty-minute period schedule may give one-half unit of credit in Typing I, provided classes meet five periods per week for two semesters. One-half unit of credit in Typing I was offered in 227 schools. In one school one and one-half units of credit were offered in Typing I. This school offered one-half unit of personal typing and one unit of vocational

TABLE XII

PERCENTAGE OF TOTAL ENROLLMENT REGISTERED IN
TYPING I FOR SCHOOL YEAR 1946-47

Section	Per Cent of Pupils Enrolled				
	All Schools	Class A	Class B	Class C	Class D
All Sections	17.8	14.6	16.6	19.0	20.4
Northeast	18.9	15.8	17.1	20.5	19.9
Northwest	18.9	20.1	16.8	18.6	21.0
Central	19.3	13.3	19.9	18.9	21.7
Southeast	16.6	14.8	16.2	17.4	19.5
Southwest	16.8	10.1	15.3	20.8	19.6

This table should be read as follows: Seventeen and eight-tenths per cent of the total enrollment of all first-class schools in all sections of Missouri were enrolled in Typing I. Fourteen and six-tenths per cent of all Class A school enrollment, 16.6 per cent of all Class B school enrollment, 19.0 per cent of all Class C school enrollment, and 20.4 per cent of all Class D school enrollment were enrolled in Typing I.

TABLE XIII

DISTRIBUTION OF 644 FIRST-CLASS MISSOURI SCHOOLS
OFFERING TYPING I, ACCORDING TO SIZE OF SCHOOL
AND TOTAL NUMBER OF TEACHERS IN SCHOOL

Total Number of Teachers	Number of Schools by Size Class				
	Class A	Class B	Class C	Class D	Total Schools
3				144	144
4			16	108	124
5			22	38	60
6			44	12	56
7		1	39	7	47
8		1	41	2	44
9			22		22
10		4	30		34
11		7	8		15
12		14	3		17
13		11	1		12
14		6	1		7
15		7			7
16		5	2		7
17		3	1		4
18		3	1		4
19		7			7
20		5			5
21		2			2
22		1			1
23		1			1
24		1			1
26		1			1
27		1			1
29		2			2
32		1			1
33	1				1
35	2				2
37	2	1			3
39	1				1
40	2				2
41	1				1
45	1				1
54	1				1
56	1				1
57	1				1
58	1				1
66	1				1
79	1				1
122	1				1

This table should be read as follows: There were 144 Class D, three-teacher schools offering Typing I.

TABLE XIV

DISTRIBUTION OF 644 MISSOURI SCHOOLS ACCORDING TO
ENROLLMENT IN TYPING I DURING
THE SCHOOL YEAR, 1946-47

Number of Pupils Enrolled	Number of Schools According to Size Class				
	Class A	Class B	Class C	Class D	Total Schools
0- 9			4	102	106
10- 19		3	31	155	189
20- 29		3	78	46	127
30- 39		6	70	6	82
40- 49		19	28	2	49
50- 59	1	15	13		29
60- 69		12	6		18
70- 79		8			8
80- 89		9			9
90- 99		7	1		8
100-109	2	1			3
110-119		1			1
130-139	4	1			5
140-149	1				1
150-159	2				2
160-169	1				1
180-189	1				1
200-209	1				1
220-229	1				1
240-249	1				1
280-289	1				1
400-409	1				1

This table should be read as follows: There were 4 Class C schools, 102 Class D schools, or a total of 106 schools enrolling from 1 to 9 pupils each in Typing I.

typing. An examination of other miscellaneous data pertaining to Typing I reveals that 14 schools offered Typing I in their schools for the first time in 1946-47. Eight schools alternated Typing I but were not offering it in 1946-47. Typing I was eliminated from the curriculum in two schools. Thirty-one schools offered Typing I by correspondence from Missouri University.

TABLE XV

CLASSIFICATION OF 644 MISSOURI FIRST-CLASS SCHOOLS
ACCORDING TO THE AMOUNT OF CREDIT OFFERED
IN TYPING I

Units of Credit Offered	Number of Schools by Size Class				
	Class A	Class B	Class C	Class D	Total Schools
0.5	1	26	95	105	227
1.0	15	59	136	206	416
1.5	1				1

This table should be read as follows: One Class A school, 26 Class B schools, 95 Class C schools, 105 Class D schools, or a total of 227 first-class high schools, offered Typing I for one-half unit of credit.

Bookkeeping I

A distribution of the 487 schools offering Bookkeeping I according to location and size (enrollment) is shown in Table XVI. Seventeen Class A schools, 80 Class B schools, 202 Class C schools, and 188 Class D schools offered Bookkeeping I. Bookkeeping I was offered in 487, or in 71.2 per cent of the 684 first-class schools studied. This is an increase over 1938 of 21 schools.

TABLE XVI

NUMBER OF 684 FIRST-CLASS SCHOOLS IN MISSOURI OFFERING
BOOKKEEPING I IN 1946-47, CLASSIFIED
ACCORDING TO SIZE AND LOCATION

Section	Number of Schools by Size Class				
	All Schools	Class A	Class B	Class C	Class D
All Sections	487	17	80	202	188
Northeast	90	2	9	28	51
Northwest	78	2	11	26	39
Central	104	3	10	42	49
Southeast	120	8	30	58	24
Southwest	95	2	20	48	25

This table should be read as follows: The total number of schools in all sections of Missouri offering Bookkeeping I was 487 and included 17 Class A schools, 80 Class B schools, 202 Class C schools, and 188 Class D schools.

The percentage of schools offering Bookkeeping I is shown in Table XVII. The percentages in Table XVII were calculated by dividing the figures in Table XVI by the corresponding figures in Table VII.

An examination of the figures in Table XVII reveals that 17, or 100 per cent of the Class A schools were offering Bookkeeping I in 1946-47. Eighty schools, or 94.1 per cent of the Class B schools, 202, or 85.6, per cent of the Class C schools, and 188, or 54.3 per cent of the Class D schools were offering Bookkeeping I. The Southwest section, with 77.9 per cent of all schools in that section offering Bookkeeping I, ranked first in per cent of the schools offering Bookkeeping I. The Northwest

section of Missouri ranked lowest with 61.4 per cent of its schools offering Bookkeeping I. The Central and Southwest sections of Missouri had 100 per cent of their Class B schools offering Bookkeeping I. Only 54.3 per cent of the Class D schools in Missouri offered Bookkeeping I, as compared with 71.2 per cent of the total schools in all classes offering it. Only 47.0 per cent of the Class D schools in the Northwest section were offering Bookkeeping I.

Table XVIII gives the number enrolled in Bookkeeping I distributed according to size (enrollment) and location of schools. Of the total enrollment of 109,358 pupils, 10,282, or 9.4 per cent were enrolled in Bookkeeping I. The figures in Table XVIII

TABLE XVII

PERCENTAGE OF THE 684 FIRST-CLASS SCHOOLS IN MISSOURI
OFFERING BOOKKEEPING I IN 1946-47, CLASSIFIED
ACCORDING TO SIZE AND LOCATION

Section	Per Cent of Schools by Size Class				
	All Schools	Class A	Class B	Class C	Class D
All Sections	71.2	100.0	94.1	85.6	54.3
Northeast	66.7	100.0	90.0	90.3	55.4
Northwest	61.4	100.0	91.7	86.7	47.0
Central	74.8	100.0	100.0	93.3	60.5
Southeast	74.5	100.0	90.9	74.4	57.1
Southwest	77.9	100.0	100.0	92.3	52.1

This table should be read as follows: Seventy-one and two-tenths per cent of all schools in all sections of Missouri offered Bookkeeping I. One hundred per cent of all Class A schools, 94.1 per cent of all Class B schools, 85.6 per cent of all Class C schools and 54.3 per cent of all Class D schools offered Bookkeeping I.

are expressed as percentages in Table XIX. The per cent of the total pupils enrolled in Bookkeeping I in Class A schools was 4.9 per cent. Class B schools enrolled 7.3 per cent of their total enrollment; Class C schools enrolled 11.4 per cent of their enrollment; and Class D schools enrolled 13.4 per cent of their total enrollment in Bookkeeping I. The larger schools enrolled a smaller proportion of their students in Bookkeeping I than did the schools with smaller school enrollments. This is probably due to the broad curriculum of the larger schools, which permits a wider choice of subjects by the students.

Table XX presents a distribution of schools according to the number of teachers in the first-class schools offering

TABLE XVIII

DISTRIBUTION OF ENROLLMENTS IN BOOKKEEPING I FOR SCHOOL YEAR 1946-47, ACCORDING TO SIZE AND LOCATION OF SCHOOLS

Section	Number of Pupils Enrolled by Size Class				
	All Schools	Class A	Class B	Class C	Class D
All Sections	10,282	981	2,275	4,301	2,725
Northeast	1,755	68	317	614	756
Northwest	1,509	109	315	556	529
Central	2,130	178	285	999	668
Southeast	2,580	422	736	1,082	340
Southwest	2,308	204	622	1,050	432

This table should be read as follows: The number of pupils enrolled in Bookkeeping I from all schools and all sections of Missouri was 10,282. This number included 981 pupils from Class A schools, 2,275 pupils from Class B schools, 4,301 pupils from Class C schools, and 2,725 pupils from Class D schools.

TABLE XIX

PERCENTAGE OF TOTAL SCHOOL ENROLLMENT REGISTERED
IN BOOKKEEPING I FOR SCHOOL YEAR 1946-47

Section	Per Cent of Pupils Enrolled by Size Class				
	All Schools	Class A	Class B	Class C	Class D
All Sections	9.4	4.9	7.3	11.4	13.4
Northeast	10.9	3.7	8.0	12.2	14.3
Northwest	9.8	5.8	6.8	12.3	12.3
Central	11.5	5.4	8.7	13.2	15.5
Southeast	7.4	4.9	6.7	8.7	11.0
Southwest	9.5	4.4	7.7	12.6	12.8

This table should be read as follows: Nine and four-tenths per cent of the total enrollment of the 684 first-class schools in all sections of Missouri were enrolled in Bookkeeping I. Four and nine-tenths per cent of the enrollment of Class A schools, 7.3 per cent of the enrollment of Class B schools, 11.4 per cent of the enrollment of the Class C schools, and 13.4 per cent of the enrollment of the Class D schools were enrolled in Bookkeeping I in 1946-47.

Bookkeeping I. About 68 per cent of the 487 schools offering Bookkeeping I were Class C and Class D schools with from 3 to 7 high school teachers in the system. The number of high school teachers in the 487 schools offering Bookkeeping I ranged from 3 to 122.

Table XXI presents a classification of the 487 schools offering Bookkeeping I according to the size (enrollment) and the number of pupils enrolled in Bookkeeping I in each school. Sixty-eight schools enrolled from one to nine pupils each in Bookkeeping I. A total of 186 schools enrolled from 10 to 19 pupils each in Bookkeeping I. One Class A school enrolled as

TABLE XX

DISTRIBUTION OF 467 FIRST-CLASS MISSOURI SCHOOLS
OFFERING BOOKKEEPING I, ACCORDING TO SIZE OF
SCHOOL AND NUMBER OF HIGH SCHOOL TEACHERS

Total Number of Teachers	Number of Schools by Size Class					Total Schools
	Class A	Class B	Class C	Class D		
3				73		73
4			13	68		81
5			18	31		49
6			40	7		47
7		1	37	7		45
8		1	33	2		36
9			18			18
10		3	29			32
11		6	6			12
12		13	3			16
13		11				11
14		5	1			6
15		7				7
17		3	1			4
18		3	1			4
19		7				7
20		5				5
21		2				2
22		1				1
23		1				1
26		1				1
27		1				1
29		2				2
32		1				1
33	1					1
35	2					2
37	2	1				3
39	1					1
40	2					2
41	1					1
45	1					1
54	1					1
56	1					1
57	1					1
58	1					1
66	1					1
79	1					1
122	1					1

This table should be read as follows: There were 73 Class D, three-teacher schools offering Bookkeeping I.

many as 112 pupils, one school enrolled 1 pupil, and two schools enrolled 2 pupils each in Bookkeeping I. One Class A school enrolled only 13 pupils in Bookkeeping I.

The data in Table XXII show that three Class D schools were offering Bookkeeping I for one-half unit of credit. The other 484 schools were offering Bookkeeping I for one unit of credit.

Forty-one schools offered Bookkeeping I for the first time in 1946-47, while eight schools dropped it from the curriculum, and 66 schools alternated it, but did not offer it in 1946-47.

TABLE XXI

DISTRIBUTION OF MISSOURI SCHOOLS ACCORDING
TO ENROLLMENT IN BOOKKEEPING I DURING
THE SCHOOL YEAR 1946-47

Number of Pupils Enrolled	Number of Schools According to Size Class				
	Class A	Class B	Class C	Class D	Total Schools
0- 9		5	18	47	68
10- 19	1	12	70	103	186
20- 29	1	33	78	33	145
30- 39	3	20	28	5	56
40- 49	2	6	8		16
50- 59	2	5			7
60- 69	4	1			5
80- 89	1				1
90- 99	2				2
110-119	1				1
Total	17	80	202	188	487

This table should be read as follows: There were 3 Class B schools, 18 Class C schools, 47 Class D schools, or a total of 68 schools enrolling from 1 to 9 pupils each.

TABLE XXIII

CLASSIFICATION OF MISSOURI FIRST-CLASS
SCHOOLS ACCORDING TO THE AMOUNT OF
CREDIT OFFERED IN BOOKKEEPING I

Units of Credit Offered	Number of Schools by Size Class				
	Class A	Class B	Class C	Class D	Total Schools
0.5				3	3
1.0	17	80	202	185	484

This table should be read as follows: Three Class D schools, or a total of 3 first-class high schools offered Bookkeeping I for one-half unit of credit.

Shorthand I

Shorthand I ranked third among the business subjects in the number of schools offering it and fourth in the number of pupils enrolled in it. A total of 428, or 62.6 per cent of the 684 first-class schools, offered Shorthand I. This is an increase of 13 schools over the 1938 figures given in Table VI. Table XXIII shows the distribution of the schools offering Shorthand I according to size (enrollment) and location.

By comparing the figures given in Table XXIII with those given in Table XXIV, it can be seen that 100 per cent of all Class A and Class B schools were offering Shorthand I in 1946-47. Eighty-one and eight-tenths per cent of Class C schools, and only 38.4 per cent of Class D schools were offering Shorthand I. In the Southeast section of Missouri, 76.4 per cent of all first-class schools were offering Shorthand I. The Northwest section had the lowest percentage of schools offering Shorthand I of any section in Missouri. In this section only 48.0 per cent of all

TABLE XXIII

NUMBER OF 684 FIRST-CLASS SCHOOLS IN MISSOURI OFFERING
SHORTHAND I IN 1946-47 AND CLASSIFIED
ACCORDING TO SIZE AND LOCATION

Section	Number of Schools by Size Class				
	All Schools	Class A	Class B	Class C	Class D
All Sections	428	17	85	193	133
Northeast	86	2	10	29	45
Northwest	61	2	12	24	23
Central	79	3	10	39	27
Southeast	123	8	33	61	21
Southwest	79	2	20	40	17

This table should be read as follows: The total number of schools in all sections of Missouri offering Shorthand I was 428 and included 17 Class A schools, 85 Class B schools, 193 Class C schools, and 133 Class D schools.

schools were offering Shorthand I. Only 27.7 per cent of the Class D schools in the Northwest section were offering Shorthand I. Fewer than one half, 38.4 per cent, of the schools with an enrollment of 100 or less offered Shorthand I.

The distribution of enrollments in Shorthand I may be found in Table XXV. Shorthand I ranked fourth in enrollment, with a total enrollment of 7,503 pupils which represents a loss of 472 pupils from the 1938 enrollment.

The figures in Table XXV are expressed as percentages in Table XXVI. The per cent of total pupils that were enrolled in Shorthand I dropped from 8.1 per cent of the total school enrollment in 1938 to 6.9 per cent in 1946-47. In 1946-47, Class A

schools enrolled 5.4 per cent of their total enrollment in Shorthand I, while Class B schools enrolled 6.8 per cent; Class C schools enrolled 7.8 per cent, and Class D schools enrolled 6.6 per cent of their total enrollment in Shorthand I. One hundred per cent of Class A schools offered Shorthand I, but these schools did not enroll as large a proportion of their pupils in this subject as did Class D schools. Class D schools enrolled 6.6 per cent of their total enrollment in Shorthand I, but only 38.4 per cent of their schools offered this business subject.

The Central section of Missouri had the highest percentage of pupils, 7.4 per cent, enrolled in Shorthand I. The Northwest section had the lowest percentage, with 6.0 per cent of its total enrollment enrolled in Shorthand I.

TABLE XXIV

PERCENTAGE OF THE 684 FIRST-CLASS SCHOOLS IN MISSOURI OFFERING SHORTHAND I IN 1946-47 AND CLASSIFIED ACCORDING TO SIZE AND LOCATION

Section	Per Cent of Schools by Size Class				
	All Schools	Class A	Class B	Class C	Class D
All Sections	62.6	100.0	100.0	81.8	38.4
Northeast	63.7	100.0	100.0	93.5	48.9
Northwest	48.0	100.0	100.0	80.0	27.7
Central	56.8	100.0	100.0	86.7	33.3
Southeast	76.4	100.0	100.0	78.2	50.0
Southwest	64.8	100.0	100.0	76.9	35.4

This table should be read as follows: Sixty-two and six-tenths per cent of all schools in all sections of Missouri offered Shorthand I. One hundred per cent of all Class A schools, 100 per cent of all Class B schools, 81.8 per cent of all Class C schools and 38.4 per cent of all Class D schools offered Shorthand I.

TABLE XXV

DISTRIBUTION OF ENROLLMENTS IN SHORTHAND I FOR SCHOOL YEAR
1946-47, ACCORDING TO SIZE AND LOCATION OF SCHOOLS

Section	Number of Pupils Enrolled by Size Class				
	All Schools	Class A	Class B	Class C	Class D
All Sections	7,503	1,093	2,112	2,962	1,336
Northeast	1,118	113	261	374	370
Northwest	915	111	286	311	207
Central	1,362	206	227	682	247
Southeast	2,351	400	730	956	265
Southwest	1,757	263	608	659	247

This table should be read as follows: The number of pupils enrolled in Shorthand I from all schools and all sections of Missouri was 7,503. This number included 1,093 pupils from Class A schools, 2,112 pupils from Class B schools, 2,962 pupils from Class C schools, and 1,336 pupils from Class D schools.

Table XXVII presents data relative to the distribution of high school teachers in each school offering Shorthand I. The number of high school teachers in the 428 schools ranged from 5 to 122.

A distribution of the 428 first-class schools offering Shorthand I according to size of school (enrollment) and the number of pupils enrolled in this subject in each class of school is presented in Table XXVIII. An examination of data in this table reveals that 106 schools enrolled from one to nine pupils each in Shorthand I. A total of 292 schools, or 68 per cent of the 428 schools offering Shorthand I, enrolled fewer than 20 pupils per school. Sixty-nine Class D schools, about 50 per cent of the total schools in Class D, enrolled from one to nine

pupils each in Shorthand I. Class C schools had 111 schools offering Shorthand I to classes with enrollments of from ten to nineteen pupils each. Thirty-six Class B schools enrolled from 20 to 29 pupils per school.

TABLE XXVI

PERCENTAGE OF TOTAL ENROLLMENT REGISTERED IN
SHORTHAND I FOR SCHOOL YEAR 1946-47

Section	Per Cent of Pupils Enrolled by Size Class				
	All Schools	Class A	Class B	Class C	Class D
All Sections	6.9	5.4	6.8	7.8	6.6
Northeast	6.9	6.2	6.6	7.4	7.0
Northwest	6.0	5.9	6.2	6.9	4.8
Central	7.4	6.3	6.9	9.0	5.7
Southeast	6.7	4.7	6.6	7.7	8.2
Southwest	7.2	5.7	7.6	7.7	7.3

This table should be read as follows: Six and nine-tenths per cent of the total enrollment of the 684 first-class schools in all sections of Missouri were enrolled in Shorthand I. Five and four-tenths per cent of the enrollment in Class A schools, 6.8 per cent of the enrollment in Class B schools, 7.8 per cent of the enrollment in Class C schools, and 6.6 per cent of the enrollment in Class D schools were enrolled in Shorthand I.

Table XXIX presents data showing the amount of credit offered in Shorthand I. One Class D school gave one-half unit of credit, while 427 schools offered one unit of credit for Shorthand I.

An examination of other miscellaneous data pertaining to Shorthand I reveals that 37 schools offered this subject for the first time in 1946-47, while 24 schools dropped it and 54 schools

TABLE XXVII

DISTRIBUTION OF 428 FIRST-CLASS MISSOURI SCHOOLS
OFFERING SHORTHAND I, ACCORDING TO SIZE
OF SCHOOL AND NUMBER OF TEACHERS

Total Number of Teachers	Number of Schools by Size Class					Total Schools
	Class A	Class B	Class C	Class D		
3				49		49
4			10	48		58
5			18	23		41
6			34	8		42
7		1	35	3		38
8		1	32	2		35
9			21			21
10		4	28			32
11		7	7			14
12		14	3			17
13		11	1			12
14		6				6
15		7				7
16		5	2			7
17		3	1			4
18		3	1			4
19		7				7
20		5				5
21		2				2
22		1				1
23		1				1
24		1				1
26		1				1
27		1				1
29		2				2
32		1				1
33	1					1
35	2					2
37	2	1				3
39	1					1
40	2					2
41	1					1
45	1					1
54	1					1
56	1					1
57	1					1
58	1					1
66	1					1
79	1					1
122	1					1

This table should be read as follows: There were 49 Class D, three-teacher schools offering Shorthand I in 1946-47.

alternated Shorthand I, but did not teach it in 1946-47. Four schools offered Shorthand I by correspondence from Missouri University.

TABLE XXVIII

DISTRIBUTION OF MISSOURI SCHOOLS ACCORDING
TO ENROLLMENT IN SHORTHAND I DURING
THE SCHOOL YEAR 1946-47

Number of Pupils Enrolled	Number of Schools According to Size Class				Total Schools
	Class A	Class B	Class C	Class D	
0- 9		3	34	69	106
10- 19		22	111	53	186
20- 29	2	36	40	11	89
30- 39	1	18	8		27
40- 49	4	4			8
50- 59	3	2			5
60- 69	2				2
70- 79	1				1
100-109	2				2
110-119	1				1
150-159	1				1
Total Schools	17	85	193	133	428

This table should be read as follows: There were 3 Class B schools, 34 Class C schools, 69 Class D schools, or a total of 106 schools, which enrolled from 0 to 9 pupils each in Shorthand I during 1946-47.

TABLE XXIX

CLASSIFICATION OF MISSOURI FIRST-CLASS SCHOOLS
ACCORDING TO THE AMOUNT OF CREDIT
OFFERED IN SHORTHAND I

Units of Credit Offered	Number of Schools by Size Class				
	Class A	Class B	Class C	Class D	Total Schools
0.5				1	1
1.0	17	85	193	132	427
Total Schools	17	85	193	133	428

This table should be read as follows: One Class D school, or a total of one first-class high school offered Shorthand I for one-half unit of credit.

General Business

General business ranked fourth among the business subjects in the number of schools offering the subject in 1946-47, with a total of 295 schools, an increase of 42 schools over the 1938 figure given in Table V. The total of 295 schools includes 13 Class A schools, 40 Class B schools, 115 Class C schools, and 127 Class D schools.

In the classification according to geographical section in Table XXX, the Northeast section had 73 schools offering general business, while the Central section offered general business to only 46 schools.

A comparison of the figures given in Table XXX with those given in Table XXXI reveals the fact that 43.1 per cent of all schools in all sections of Missouri offered general business during 1946-47. All Class A schools except 4 in the Southeast section offered the subject. General business was taught in

44.4 per cent of all Class B schools, 48.7 per cent of all Class C schools, and 36.7 per cent of all Class D schools. A further study of Table XXXI discloses that the percentage of schools offering general business in the Central section was 33.1 per cent. This percentage was lower than that of any other section.

Table XXXII presents data relative to the distribution of enrollments in general business according to size (enrollment) and location of school. General business ranked third in enrollment, with 8,125 pupils taking the subject. These figures show an increase of 3,909 pupils over the number of pupils enrolled in general business in 1938.

As shown in Table XXXIII, 7.4 per cent of all pupils in

TABLE XXX

NUMBER OF 684 FIRST-CLASS SCHOOLS IN MISSOURI OFFERING
GENERAL BUSINESS IN 1946-47, CLASSIFIED
ACCORDING TO SIZE AND LOCATION

Section	Number of Schools by Size Class				
	All Schools	Class A	Class B	Class C	Class D
All Sections	295	13	40	115	127
Northeast	73	2	6	18	47
Northwest	57	2	7	19	29
Central	46	3	4	19	20
Southeast	72	4	12	41	15
Southwest	47	2	11	18	16

This table should be read as follows: The total number of schools in all sections of Missouri offering general business was 295 and included 13 Class A schools, 40 Class B schools, 115 Class C schools, and 127 Class D schools.

all first-class Missouri high schools were enrolled in general business during 1946-47. Class A schools enrolled 4.8 per cent of their total school enrollment in general business; while Class B, Class C, and Class D schools enrolled 5.2, 8.8, and 11.0 per cent, respectively, of their total enrollments in general business. It is also quite noticeable that the Northeast and Northwest sections enrolled a greater proportion of their students in general business than did the Southeast and Southwest sections. Eight Class A schools, located in the Southeast section, enrolled only 1.2 per cent of their total enrollment in general business, as compared with 11.3 per cent enrolled by the Class A schools in the Central section.

TABLE XXXI

PERCENTAGE OF THE 684 FIRST-CLASS SCHOOLS IN MISSOURI
OFFERING GENERAL BUSINESS IN 1946-47, CLASSIFIED
ACCORDING TO SIZE AND LOCATION

Section	Per Cent of Schools by Size Class				
	All Schools	Class A	Class B	Class C	Class D
All Sections	43.1	76.5	44.4	48.7	36.7
Northeast	54.1	100.0	60.0	58.1	51.1
Northwest	44.9	100.0	58.5	63.3	34.9
Central	35.1	100.0	40.0	42.2	24.7
Southeast	44.7	50.0	36.4	52.6	35.7
Southwest	38.5	100.0	55.0	34.6	33.3

This table should be read as follows: Forty-three and one-tenths per cent of all schools in all sections of Missouri offered general business in 1946-47. Seventy-six and five-tenths per cent of all Class A schools, 44.4 per cent of all Class B schools, 48.7 per cent of all Class C schools, and 36.7 per cent of all Class D schools offered general business.

TABLE XXXII

DISTRIBUTION OF ENROLLMENTS IN GENERAL BUSINESS FOR SCHOOL YEAR 1946-47, ACCORDING TO SIZE AND LOCATION OF SCHOOLS

Section	Number of Pupils Enrolled by Size Class				
	All Schools	Class A	Class B	Class C	Class D
All Sections	8,125	957	1,617	3,314	2,237
Northeast	1,681	168	215	440	858
Northwest	1,376	105	354	447	470
Central	1,423	371	104	626	322
Southeast	2,122	101	459	1,242	320
Southwest	1,523	212	485	559	267

This table should be read as follows: The number of pupils enrolled in general business from all schools and all sections of Missouri was 8,125. This number included 957 pupils from Class A schools, 1,617 pupils from Class B schools, 3,314 pupils from Class C schools, and 2,237 pupils from Class D schools.

Table XXXIV presents the distribution of 295 first-class schools according to the number of teachers in each school. The number of high school teachers per school ranged from 3 to 122. Two-hundred forty of the 295 schools had between 3 and 10 teachers in each high school.

The data presented in Table XXXV show the number of pupils enrolled in each size class of school. Sixteen schools enrolled from 1 to 9 pupils each, while 93 schools enrolled from 10 to 19 pupils each, and 96 schools enrolled from 20 to 29 pupils each. One Class A school, with a total enrollment of 907, enrolled 199 pupils in general business. At the other extreme is a Class A school, with a total enrollment of 842 pupils, that enrolled only 16 pupils in general business.

Table XXXVI presents data relative to the amount of credit offered for general business. One-half unit was given by 20 schools. Two of these were Class A, 7 Class B, 8 Class C, and 3 Class D. A total of 275 schools offered one unit of credit for general business.

TABLE XXXIII

PERCENTAGE OF TOTAL ENROLLMENT REGISTERED IN
GENERAL BUSINESS FOR SCHOOL YEAR 1946-47

Section	Per Cent of Pupils Enrolled by Size Class				
	All Schools	Class A	Class B	Class C	Class D
All Sections	7.4	4.8	5.2	8.8	11.0
Northeast	10.4	9.2	5.4	8.7	16.2
Northwest	9.0	5.6	7.6	9.9	11.0
Central	7.7	11.3	3.2	8.3	7.5
Southeast	6.1	1.2	4.2	10.0	10.3
Southwest	6.3	4.6	6.0	6.7	7.9

This table should be read as follows: Seven and four-tenths per cent of the total enrollment of the 684 first-class schools in all sections of Missouri were enrolled in general business. Four and eight-tenths per cent of the enrollment in Class A schools, 5.2 per cent of the enrollment in Class B schools, 8.8 per cent of the enrollment in Class C schools, 11.0 per cent of the enrollment in Class D schools were enrolled in general business.

An investigation of miscellaneous data discloses the fact that 52 schools offered general business for the first time in 1946-47. Twenty schools dropped general business, and 70 schools alternated the subject, but did not offer it during 1946-47.

TABLE XXXIV

DISTRIBUTION OF 295 FIRST-CLASS MISSOURI SCHOOLS
OFFERING GENERAL BUSINESS, ACCORDING TO SIZE
OF SCHOOL AND NUMBER OF TEACHERS

Total Number of Teachers	Number of Schools by Size Class				Total Schools
	Class A	Class B	Class C	Class D	
3				52	52
4			8	47	55
5			15	22	37
6			26	2	28
7			20	3	23
8		1	21	1	23
9			7		7
10		1	14		15
11		4			4
12		7	1		8
13		3	1		4
14		3			3
15		4			4
16		2	1		3
17		2	1		3
18		1			1
19		5			5
20		1			1
21		2			2
24		1			1
27		1			1
29		1			1
33	1				1
35	2				2
37	2	1			3
40	2				2
41	1				1
45	1				1
56	1				1
57	1				1
66	1				1
122	1				1

This table should be read as follows: There were 52 Class D, three-teacher schools offering general business in 1946-47.

TABLE XXIV

DISTRIBUTION OF MISSOURI SCHOOLS ACCORDING
TO ENROLLMENT IN GENERAL BUSINESS
DURING THE SCHOOL YEAR 1946-47

Number of Pupils Enrolled	Number of Schools by Size Class				
	Class A	Class B	Class C	Class D	Total Schools
0- 9			3	13	16
10- 19	1	5	23	64	93
20- 29	2	10	38	46	96
30- 39	1	8	34	4	47
40- 49	1	6	12		19
50- 59		4	3		7
60- 69	2	3	1		6
70- 79	2		1		3
80- 89		3			3
90- 99	2	1			3
150-159	1				1
190-199	1				1
Total	13	40	115	127	295

This table should be read as follows: There were 3 Class C schools, 13 Class D schools, or a total of 16 schools enrolling from 0 to 9 pupils each in general business during 1946-47.

TABLE XXVI

CLASSIFICATION OF MISSOURI FIRST-CLASS SCHOOLS
 ACCORDING TO THE AMOUNT OF CREDIT OFFERED
 IN GENERAL BUSINESS

Units of Credit Offered	Number of Schools by Size Class				
	Class A	Class B	Class C	Class D	Total Schools
0.5	2	7	8	3	20
1.0	11	33	107	124	275
Total Schools	13	40	115	127	295

This table should be read as follows: Two Class A schools, 7 Class B schools, 8 Class C schools, 3 Class D schools, or a total of 20 first-class high schools offered general business for one-half unit of credit.

Typing II

Typing II ranked fifth among the business subjects in the number of schools offering it, and also fifth in the number of pupils enrolled in it. Typing II includes the second year of typing and may be offered for one-half or one unit of credit in Missouri.

Table XXXVII shows a distribution of 285 first-class high schools, according to size (enrollment) and location, which offered Typing II. Forty-two more schools were offering Typing II in 1946-47 than were offering the subject in 1938. The total of 285 schools offering Typing II in 1946-47 included 10 Class A schools, 36 Class B schools, 114 Class C schools, and 125 Class D schools.

A comparison of the figures given in Table XXXVII with those given in Table XXXVIII shows that the 285 schools are

41.7 per cent of all schools studied. Fifty-eight and eight-tenths per cent of all Class A schools, 42.4 per cent of all Class B schools, 48.3 per cent of all Class C schools, and 36.1 per cent of all Class D schools offered Typing II. The highest per cent of schools offering Typing II, 57.1 per cent, was found in the Southeast section.

A distribution of enrollments in Typing II is found in Table XXXIX. Typing II had a total enrollment of 4,611. This included 597 pupils from Class A schools, 980 pupils from Class B schools, 1,878 pupils from Class C schools, and 1,156 pupils from Class D schools.

The figures in Table XXXIX are expressed as percentages in Table XL. It will be seen that 4.2 per cent of the total

TABLE XXXVII

NUMBER OF 684 FIRST-CLASS SCHOOLS IN MISSOURI
OFFERING TYPING II IN 1946-47, CLASSIFIED
ACCORDING TO SIZE AND
LOCATION

Section	Number of Schools by Size Class				
	All Schools	Class A	Class B	Class C	Class D
All Sections	285	10	36	114	125
Northeast	53	1	3	11	38
Northwest	53	2	7	16	28
Central	43	2	2	15	24
Southeast	92	4	14	51	23
Southwest	44	1	10	21	12

This table should be read as follows: The total number of schools in all sections of Missouri offering Typing II was 285 and included 10 Class A schools, 36 Class B schools, 114 Class C schools, and 125 Class D schools.

pupils enrolled in all schools, registered in Typing II. Three per cent of the total Class A enrollment, 3.2 per cent of the total Class B enrollment, 5.0 per cent of the total Class C enrollment, and 5.7 per cent of the total Class D enrollment were enrolled in Typing II. The Northeast section ranked first in the per cent of the total pupils enrolled in Typing II, with 4.7 per cent. The Southwest section showed an enrollment of 3.1 per cent.

Table XLI presents a classification of the 285 schools offering Typing II, according to the number of teachers per school. The number ranged from 3 to 66 teachers per school.

TABLE XXVIII

PERCENTAGE OF THE 684 FIRST-CLASS SCHOOLS IN MISSOURI
OFFERING TYPING II IN 1946-47, CLASSIFIED
ACCORDING TO SIZE AND LOCATION

Section	Per Cent of Schools by Size Class				
	All Schools	Class A	Class B	Class C	Class D
All Sections	41.7	58.8	42.4	48.3	36.1
Northeast	39.3	50.0	30.0	35.5	41.3
Northwest	41.7	100.0	58.3	53.3	33.7
Central	30.9	66.7	20.0	33.5	29.6
Southeast	57.1	50.0	42.4	65.4	54.8
Southwest	36.1	50.0	50.0	40.4	25.0

This table should be read as follows: Forty-one and seven-tenths per cent of all schools in all sections of Missouri offered Typing II. Fifty-eight and eight-tenths of all Class A schools, 42.4 of all Class B schools, 48.3 per cent of all Class C schools and 36.1 per cent of all Class D schools offered Typing II.

approximately one half of the schools offering Typing II were schools with 3, 4, and 5 teachers.

A classification of 295 schools offering Typing II according to the number of pupils enrolled is found in Table XLIII. Ninety schools registered from 1 to 9 pupils each and 113 schools registered from 10 to 19 pupils each in Typing II. One Class A school enrolled 150 pupils in Typing II.

An examination of data in Table XLIII reveals that 199 schools were offering Typing II for one-half unit of credit, and 86 schools were offering it for one unit of credit.

A study of other data shows that 19 schools added Typing II to their curriculum for the first time in 1946-47, 1 school

TABLE XLIII

DISTRIBUTION OF ENROLLMENTS IN TYPING II FOR SCHOOL YEAR 1946-47, ACCORDING TO SIZE AND LOCATION OF SCHOOLS

Section	Number of Pupils Enrolled by Size Class				
	All Schools	Class A	Class B	Class C	Class D
All Sections	4,811	597	980	1,878	1,156
Northeast	764	74	126	215	349
Northwest	704	114	180	188	222
Central	690	127	37	302	224
Southeast	1,505	132	317	651	225
Southwest	948	150	320	342	136

This table should be read as follows: The number of pupils enrolled in Typing II from all schools and all sections of Missouri was 4,811. This number included 597 pupils from Class A schools, 980 from Class B schools, 1,878 pupils from Class C schools, and 1,156 pupils from Class D schools.

dropped it, while 4 schools alternated it but did not offer it in 1946-47.

TABLE XL

PERCENTAGE OF TOTAL ENROLLMENT REGISTERED IN
TYPING II FOR SCHOOL YEAR 1946-47, ACCORDING
TO SIZE AND LOCATION OF SCHOOLS

Section	Per Cent of Pupils Enrolled by Size Class				
	All Schools	Class A	Class B	Class C	Class D
All Sections	4.2	3.0	3.2	5.0	5.7
Northeast	4.7	4.0	3.2	4.3	6.6
Northwest	4.6	6.1	3.9	4.2	5.2
Central	3.7	3.9	1.1	4.0	5.2
Southeast	4.5	1.5	2.9	6.7	7.3
Southwest	3.1	3.3	4.0	4.1	4.0

This table should be read as follows: Four and two-tenths per cent of the total enrollment of the 684 first-class schools in all sections of Missouri were enrolled in Typing II in 1946-47. Three per cent of the enrollment in Class A schools, 3.2 per cent of the enrollment in Class B schools, 5.0 per cent of the enrollment in Class C schools, and 5.7 per cent of the enrollment in Class D schools were enrolled in Typing II.

TABLE XLI

DISTRIBUTION OF 265 FIRST-CLASS MISSOURI SCHOOLS
OFFERING TYPING II, ACCORDING TO SIZE
OF SCHOOL AND NUMBER OF TEACHERS

Total Number of Teachers	Number of Schools by Size Class					Total Schools
	Class A	Class B	Class C	Class D		
3				55		55
4			8	46		54
5			14	16		30
6			22	7		29
7			21	3		24
8		1	17	2		20
9			13			13
10		1	15			16
11		3	4			7
12		8	1			9
13		4				4
14		3				3
15		2				2
16		2				2
17		1				1
18		3				3
19		3				3
20		1				1
24		1				1
27		1				1
29		1				1
33	1					1
35	1					1
37	1	1				2
40	2					2
41	1					1
45	1					1
56	1					1
58	1					1
66	1					1

This table should be read as follows: There were 55 Class D, three-teacher schools offering Typing II in 1946-47.

TABLE XLIII
 DISTRIBUTION OF MISSOURI SCHOOLS ACCORDING
 TO ENROLLMENT IN TYPING II DURING
 THE SCHOOL YEAR 1946-47

Number of Pupils Enrolled	Number of Schools by Size Class				
	Class A	Class B	Class C	Class D	Total Schools
0- 9			22	75	97
10- 19	1	10	57	45	113
20- 29	1	12	29	5	47
30- 39	1	9	5		15
40- 49		4	1		5
50- 59	4	1			5
60- 69	1				1
70- 79	1				1
150-159	1				1
Total Schools	10	36	114	125	285

This table should be read as follows: There were 22 Class C schools, 75 Class D schools, or a total of 97 schools enrolling from 1 to 9 pupils each during 1946-47.

TABLE XLIII
 CLASSIFICATION OF MISSOURI FIRST-CLASS SCHOOLS
 ACCORDING TO THE AMOUNT OF CREDIT OFFERED
 IN TYPING II

Units of Credit Offered	Number of Schools by Size Class				
	Class A	Class B	Class C	Class D	Total Schools
0.5	1	25	86	87	199
1.0	9	11	28	38	86
Total Schools	10	36	114	125	285

This table should be read as follows: One Class A school, 25 Class B schools, 86 Class C schools, 87 Class D schools, or a total of 199 schools offered one-half unit of credit in Typing II.

Secretarial Practice

Secretarial practice ranked sixth among the business subjects in the number of schools offering it, with a total of 282 schools. This included 16 Class A schools, 67 Class B schools, 125 Class C schools, and 74 Class D schools. The per cent of first-class schools offering secretarial practice is found in Table XLV. This table reveals that 41.2 per cent of all schools in all sections of Missouri were offering secretarial practice. Ninety-four and one-tenth per cent of the Class A schools were offering secretarial practice, while only 21.4 per cent of the total Class D schools were offering it. In the Northeast section 34.8 per cent of all schools were offering secretarial practice.

Secretarial practice also ranked sixth in the number of pupils enrolled, with a total of 3,473 pupils. A distribution

TABLE XLIV

NUMBER OF 684 FIRST-CLASS SCHOOLS IN MISSOURI OFFERING
SECRETARIAL PRACTICE IN 1946-47, CLASSIFIED
ACCORDING TO SIZE AND LOCATION

Section	Number of Schools by Size Class				
	All Schools	Class A	Class B	Class C	Class D
All Sections	282	16	67	125	74
Northeast	47	2	6	25	14
Northwest	51	2	12	18	19
Central	59	3	9	26	21
Southeast	72	7	25	34	6
Southwest	53	2	15	22	14

This table should be read as follows: The total number of schools in all sections of Missouri offering secretarial practice was 282, and included 16 Class A schools, 67 Class B schools, 125 Class C schools, and 74 Class D schools.

TABLE XLV

PERCENTAGE OF THE 684 FIRST-CLASS SCHOOLS IN MISSOURI
OFFERING SECRETARIAL PRACTICE IN 1946-47, CLASSIFIED
ACCORDING TO SIZE AND LOCATION

Section	Per Cent of Schools by Size Class				
	All Schools	Class A	Class B	Class C	Class D
All Sections	41.2	94.1	78.8	53.0	21.4
Northeast	34.8	100.0	60.0	80.6	15.2
Northwest	40.2	100.0	100.0	60.0	22.9
Central	42.4	100.0	90.0	57.8	25.9
Southeast	44.7	87.5	75.8	43.6	14.3
Southwest	43.4	100.0	75.0	42.3	29.2

This table should be read as follows: Forty-one and two-tenths per cent of all schools in all sections of Missouri offered secretarial practice. Ninety-four and one-tenths per cent of all Class A schools, 78.8 per cent of all Class B schools, 53.0 per cent of all Class C schools, and 21.4 per cent of all Class D schools offered secretarial practice during 1946-47.

of enrollments in secretarial practice is found in Table XLVI. A total of 469 pupils from Class A schools, 982 pupils from Class B schools, 1,411 pupils from Class C schools, and 611 pupils from Class D schools were enrolled in secretarial practice classes.

These figures are expressed as percentages of the total enrollment in each Class in Table XLVII. Three and two-tenths per cent of the total enrollment of 109,358 pupils were enrolled in secretarial practice. Class A schools registered 2.3 per cent of their total enrollment in secretarial practice.

Table XLVIII presents a classification of the 282 schools offering secretarial practice, according to size (enrollment)

TABLE XLVI
DISTRIBUTION OF ENROLLMENTS IN SECRETARIAL PRACTICE
FOR SCHOOL YEAR 1946-47, ACCORDING
TO SIZE AND LOCATION OF SCHOOLS

Section	Number of Pupils Enrolled by Size Class				
	Schools	Class A	Class B	Class C	Class D
All Sections	3,473	469	982	1,411	611
Northeast	490	46	87	255	102
Northwest	536	54	154	187	141
Central	716	101	124	316	175
Southeast	927	188	360	338	41
Southwest	804	80	257	315	152

This table should be read as follows: The number of pupils enrolled in secretarial practice from all schools and all sections of Missouri was 3,473. This number included 469 pupils from Class A schools, 982 pupils from Class B schools, 1,411 pupils from Class C schools, and 611 pupils from Class D schools.

TABLE XLVII

PERCENTAGE OF TOTAL ENROLLMENT REGISTERED IN SECRETARIAL PRACTICE FOR SCHOOL YEAR 1946-47, ACCORDING TO SIZE AND LOCATION OF SCHOOLS

Section	Per Cent of Pupils Enrolled by Size Class				
	All Schools	Class A	Class B	Class C	Class D
All Sections	3.2	2.3	3.2	3.7	3.0
Northeast	3.0	2.5	2.2	5.0	1.9
Northwest	3.5	2.9	3.3	4.1	3.3
Central	3.9	3.1	3.8	4.2	4.1
Southeast	2.6	2.2	3.3	2.7	1.5
Southwest	3.3	1.7	3.2	3.8	4.5

This table should be read as follows: Three and two-tenths per cent of the total enrollment of the 684 first-class schools in all sections of Missouri were enrolled in secretarial practice. Two and three-tenths per cent of the enrollment in Class A schools, 3.2 per cent of the enrollment in Class B schools, 3.7 per cent of the enrollment in Class C schools, and 3.0 per cent of the enrollment in Class D schools were enrolled in secretarial practice during 1946-47.

of school and number of teachers. The number of teachers per school ranges from 3 to 122.

A classification of the 282 schools offering secretarial practice, according to the number of pupils enrolled in each school is presented in Table XLIX. One Class D school enrolled 1 pupil in secretarial practice, while one Class A school enrolled as many as 67 pupils. About one half of the 282 schools offering secretarial practice enrolled 10 pupils or fewer each.

Table L presents the amount of credit offered in secretarial practice. Nine schools offered the subject for one-half

TABLE XLVIII

DISTRIBUTION OF 282 FIRST-CLASS MISSOURI SCHOOLS
OFFERING SECRETARIAL PRACTICE, ACCORDING TO
SIZE OF SCHOOL AND NUMBER OF TEACHERS

Total Number of Teachers	Number of Schools by Size Class					Total Schools
	Class A	Class B	Class C	Class D		
3				33		33
4			2	29		31
5			12	16		28
6			18	4		22
7		1	22	1		24
8		1	22			23
9			14			14
10		3	21			24
11		5	7			12
12		11	1			12
13		7	1			8
14		5	1			6
15		3				3
16		5	2			7
17		3	1			4
18		3	1			4
19		7				7
20		5				5
21		2				2
23		1				1
27		1				1
29		2				2
32		1				1
33	1					1
35	2					2
37	2	1				3
39	1					1
40	2					2
41	1					1
54	1					1
56	1					1
57	1					1
58	1					1
66	1					1
79	1					1
122	1					1

This table should be read as follows: There were 33 Class D, three teacher schools offering secretarial practice in 1946-47.

TABLE XLIX

DISTRIBUTION OF 282 MISSOURI SCHOOLS ACCORDING
TO ENROLLMENT IN SECRETARIAL PRACTICE
DURING THE SCHOOL YEAR 1946-47

Number of Pupils Enrolled	Number of Schools by Size Class				
	Class A	Class B	Class C	Class D	Total Schools
1				1	1
2			2	3	5
3			2	3	5
4			4	7	11
5			6	12	18
6		5	11	4	20
7		5	14	7	26
8		2	10	8	20
9		1	12	4	17
10		5	6	5	16
11	3	6	14	3	26
12		8	6	6	20
13	1	6	4	3	14
14	1	3	4	1	9
15		3	2	2	7
16		4	6		10
17		2	6		8
18	1	1	5	3	10
19		3	1	1	5
20		1	2		3
21		2			2
22		3			3
23	2	1	1	1	5
24			1		1
25		2	1		3
26		2	1		3
27			1		1
29			1		1
31	2				2
34	1				1
36	1				1
38			1		1
40			1		1
44	1	1			2
45		1			1
46	1				1
56	1				1
67	1				1
Total Schools	16	67	125	74	282

This table should be read as follows: There was one Class D school, or a total of 1 school enrolling 1 pupil in secretarial practice during 1946-47.

unit of credit, and 255 schools offered it for one unit of credit. Eighteen schools gave two units of credit for secretarial practice.

An examination of other data for secretarial practice reveals that 34 schools offered it for the first time in 1946-47; 7 schools dropped it from their curriculum; and 23 schools alternated it every other year, but did not offer it in 1946-47.

TABLE L

CLASSIFICATION OF 282 MISSOURI FIRST-CLASS
SCHOOLS ACCORDING TO THE AMOUNT OF CREDIT
OFFERED IN SECRETARIAL PRACTICE

Units of Credit Offered	Number of Schools by Size Class				
	Class A	Class B	Class C	Class D	Total Schools
0.5		4	4	1	9
1.0	11	55	116	73	255
2.0	5	8	5		18
Total Schools	16	67	125	74	282

This table should be read as follows: Four Class B schools, 4 Class C schools, 1 Class D school, or a total of 9 schools offered secretarial practice for one-half unit of credit.

Business Arithmetic

Business arithmetic ranked seventh among the business subjects in the number of schools offering it. Table LI shows a distribution according to size (enrollment) and location of school of 90 schools offering business arithmetic. This includes 5 Class A schools, 17 Class B schools, 30 Class C schools, and 38 Class D schools. The total of 90 schools represents a decrease of 24 schools from the number offering business

arithmetic in 1938. The figures in Table LI are expressed as percentages in Table LII. Thirteen and two-tenths per cent of the 684 first-class schools in Missouri were offering business arithmetic.

The percentage of Class A schools offering business arithmetic was greater than the percentage of Class B, Class C, and Class D schools, offering it. Twenty-three per cent of the schools in the Southwest section offered business arithmetic, as compared with the 9.4 per cent found offering it in the Central section.

Of the business subjects studied, business arithmetic ranked eighth in the number of pupils enrolled. The number of

TABLE LI

NUMBER OF 684 FIRST-CLASS SCHOOLS IN MISSOURI OFFERING
BUSINESS ARITHMETIC IN 1946-47, CLASSIFIED
ACCORDING TO SIZE AND LOCATION

Section	Number of Schools by Size Class				
	All Schools	Class A	Class B	Class C	Class D
All Sections	90	5	17	30	38
Northeast	15		1	3	11
Northwest	13	1	2	5	5
Central	13		2	2	9
Southeast	21	2	4	12	3
Southwest	28	2	8	8	10

This table should be read as follows: The total number of schools in all sections of Missouri offering business arithmetic was 90, and included 5 Class A schools, 17 Class B schools, 30 Class C schools, and 38 Class D schools.

pupils enrolled in business arithmetic, according to size (enrollment) and location of school, is presented in Table LIII.

Table LIV shows the per cent of the total school enrollment enrolled in business arithmetic. By comparing data in tables LIV and LIII it is noted that 1,975 pupils, or 1.8 per cent of the total pupils were registered in business arithmetic. The Southwest section enrolled 3.2 per cent of its total enrollment in business arithmetic as compared with .9 per cent found in the Central section.

A distribution of 90 first-class high schools that were offering business arithmetic is found in Table LV. The number

Table LII

PERCENTAGE OF THE 684 FIRST-CLASS SCHOOLS IN MISSOURI
OFFERING BUSINESS ARITHMETIC IN 1946-47, CLASSIFIED
ACCORDING TO SIZE AND LOCATION

Section	Per Cent of Schools by Size Class				
	All Schools	Class A	Class B	Class C	Class D
All Sections	13.2	29.4	20.0	12.7	11.0
Northeast	11.1		10.0	9.7	12.0
Northwest	10.2	50.0	16.7	16.7	6.0
Central	9.4		20.0	4.4	10.8
Southeast	13.0	25.0	12.1	15.4	7.1
Southwest	23.0	100.0	40.0	15.4	20.8

This table should be read as follows: Thirteen and two-tenths per cent of all schools in all sections of Missouri offered business arithmetic. Twenty-nine and four-tenths per cent of all Class A schools, 20.0 per cent of all Class B schools, 12.7 per cent of all Class C schools, and 11.0 per cent of all Class D schools offered business arithmetic during 1946-47.

TABLE LIII

DISTRIBUTION OF ENROLLMENTS IN BUSINESS ARITHMETIC
FOR SCHOOL YEAR 1946-47, ACCORDING TO
SIZE AND LOCATION OF SCHOOLS

Section	Number of Pupils Enrolled by Size Class				
	All Schools	Class A	Class B	Class C	Class D
All Sections	1,975	293	616	612	454
Northeast	211		47	57	107
Northwest	263	61	50	98	54
Central	170		34	59	77
Southeast	549	102	131	251	65
Southwest	782	130	354	147	151

This table should be read as follows: The number of pupils enrolled in business arithmetic from all schools and all sections of Missouri was 1,975. This number included 293 pupils from Class A schools, 616 pupils from Class B schools, 612 pupils from Class C schools, and 454 pupils from Class D schools.

of teachers per school ranged from 3 to 122. About one half of the schools offering business arithmetic were schools which had 3 to 5 high school teachers.

Table LVI presents a distribution of 90 first-class schools in Missouri according to the number of pupils registered per school in business arithmetic. Two Class D schools registered 3 pupils each, and 1 Class B school enrolled 112 pupils in business arithmetic.

An examination of data in Table LVII shows that 75 schools were offering business arithmetic for one-half unit of credit. One unit of credit was given in fifteen schools.

A search of miscellaneous data discloses the fact that 18

TABLE LIV

PERCENTAGE OF TOTAL SCHOOL ENROLLMENT REGISTERED IN
BUSINESS ARITHMETIC FOR SCHOOL YEAR 1946-47,
ACCORDING TO SIZE AND LOCATION OF SCHOOLS

Section	Per Cent of Pupils Enrolled by Size Class				
	All Schools	Class A	Class B	Class C	Class D
All Sections	1.8	1.5	2.0	1.6	2.2
Northeast	1.3		1.2	1.1	2.0
Northwest	1.1	3.2	1.1	2.2	1.3
Central	0.9		1.0	0.8	1.8
Southeast	1.6	1.2	1.2	2.0	2.1
Southwest	3.2	2.8	4.4	1.8	4.5

This table should be read as follows: One and eight-tenths per cent of the total enrollment of the 684 first-class schools in all sections of Missouri were enrolled in business arithmetic. One and five-tenths per cent of the enrollment in Class A schools, 2.0 per cent of the enrollment in Class B schools, 1.6 per cent of the enrollment in Class C schools, and 2.2 per cent of the enrollment in Class D schools were enrolled in business arithmetic in 1946-47.

TABLE LV

DISTRIBUTION OF 90 FIRST-CLASS MISSOURI SCHOOLS
OFFERING BUSINESS ARITHMETIC, ACCORDING TO
SIZE OF SCHOOL AND NUMBER OF TEACHERS

Total Number of Teachers	Number of Schools by Size Class					Total Schools
	Class A	Class B	Class C	Class D		
3				14		14
4			1	17		18
5			6	6		12
6			4	4		8
7			4	1		5
8		1	10			11
9			1			1
10		3	3			6
11		1				1
12		2				2
15		1				1
16			1			1
18		1				1
19		3				3
21		1				1
23		1				1
24		1				1
29		1				1
33	1					1
37		1				1
39	1					1
56	1					1
66	1					1
122	1					1

This table should be read as follows: There were 14 Class D, three-teacher schools offering business arithmetic in 1946-47.

TABLE LVI

DISTRIBUTION OF 90 MISSOURI SCHOOLS ACCORDING
TO ENROLLMENT IN BUSINESS ARITHMETIC
DURING THE SCHOOL YEAR 1946-47

Number of Pupils Enrolled	Number of Schools by Size Class					Total Schools
	Class A	Class B	Class C	Class D		
3				2		2
4				2		2
5				1		1
6			1			1
7				4		4
8		2		2		4
9				1		1
10		1	2	5		8
11			1	7		8
12			3			3
13			1	2		3
14			2	2		4
15			1			1
16			1	1		2
17		1		1		2
18			2	2		4
19				1		1
20		1	3	1		5
21		1	1	1		3
22			2			2
23			2	1		3
24		2		1		3
25			2	1		3
26		1	1			2
27			1			1
28		1	1			2
30			1			1
36	1					1
40		1				1
42			1			1
43		2				2
47	1	1				2
55	1					1
57			1			1
61	1					1
70		1				1
75		1				1
94	1					1
112		1				1
Total Schools	5	17	30	38		90

This table should be read as follows: There were 2 Class D schools enrolling 3 pupils each.

schools were teaching business arithmetic during 1946-47 for the first time. Four schools dropped it from their curriculum; 27 schools alternated it, but did not teach it during 1946-47.

TABLE LVII

CLASSIFICATION OF MISSOURI FIRST-CLASS SCHOOLS
ACCORDING TO THE AMOUNT OF CREDIT OFFERED
IN BUSINESS ARITHMETIC IN 1946-47

Units of Credit Offered	Number of Schools by Size Class				
	Class A	Class B	Class C	Class D	Total Schools
0.5	2	16	24	33	75
1.0	3	1	6	5	15
Total Schools	5	17	30	38	90

This table should be read as follows: Two Class A schools, 16 Class B schools, 24 Class C schools, 33 Class D schools, or a total of 75 schools offered business arithmetic for one-half unit of credit.

Business Law

Business law ranked eighth among the business subjects, in the number of schools offering business subjects, with a total of 85 schools offering it. This represents a decrease of 87 schools below the number offering business law in 1938. Table LVIII classifies the 85 first-class schools offering business law according to size (enrollment) and location of school. Of the 85 first-class high schools in Missouri teaching business law, 7 schools are in Class A, 18 schools are in Class B, 33 schools are in Class C, and 27 schools are in Class D. In the classification according to section all sections had approximately the same number of schools offering business law except

the Northeast section, which had only 8 schools offering it.

The per cent of all first-class Missouri high schools offering business law, given in Table LIX, was 12.4. Forty-one and two-tenths per cent of all Class A schools, 21.2 per cent of all Class B schools, 14.0 per cent of all Class C schools, and 7.8 per cent of all Class D schools included business law in their curriculum. Of the business subjects studied, business law also ranked eighth in total enrollment, with 1,793 pupils enrolled.

The figures given in Table LX are expressed as percentages in Table LXI. This table shows that 1.6 per cent of all pupils were enrolled in business law. One and one-tenth per cent of

TABLE LVIII

NUMBER OF 684 FIRST-CLASS SCHOOLS IN MISSOURI OFFERING
BUSINESS LAW IN 1946-47, CLASSIFIED
ACCORDING TO SIZE AND LOCATION

Section	Number of Schools by Size Class				
	All Schools	Class A	Class B	Class C	Class D
All Sections	85	7	18	33	27
Northeast	8		3	2	3
Northwest	18	1	3	10	4
Central	19	1		10	8
Southeast	19	4	5	8	2
Southwest	21	1	7	3	10

This table should be read as follows: The total number of schools in all sections of Missouri offering business law was 85, and included 7 Class A schools, 18 Class B schools, 33 Class C schools, and 27 Class D schools.

TABLE LIX

PERCENTAGE OF THE 684 FIRST-CLASS SCHOOLS IN MISSOURI
OFFERING BUSINESS LAW IN 1946-47, CLASSIFIED
ACCORDING TO SIZE AND LOCATION

Section	Per Cent of Schools by Size Class				
	All Schools	Class A	Class B	Class C	Class D
All Sections	12.4	41.2	21.2	14.0	7.8
Northeast	5.9		30.0	6.5	3.3
Northwest	14.2	50.0	25.0	33.3	4.8
Central	15.7	33.3		22.2	9.9
Southeast	11.8	50.0	15.2	10.3	4.8
Southwest	17.2	50.0	35.0	5.8	20.8

This table should be read as follows: Twelve and four-tenths per cent of all schools in all sections of Missouri offered business law. Forty-one and two-tenths per cent of all Class A schools, 21.2 per cent of all Class B schools, 14.0 per cent of all Class C schools, and 7.8 per cent of all Class D schools offered business law during 1946-47.

Class A school enrollment, 1.6 per cent of Class B school enrollment, 1.7 per cent of Class C school enrollment, and 2 per cent of Class D school enrollment were registered in business law.

The Southwest section led the other sections with 2.2 per cent of pupils enrolled in business law. The Northwest, Central, Southeast, and Northeast sections follow in the order named with 1.9 per cent, 1.8 per cent, 1.3 per cent, and 1.1 per cent respectively, of their total pupils enrolled in business law.

The data presented in Table LXII reveal that 43 Class C and Class D schools, or about 50 per cent of the 85 schools

offering business law, were employing from 3 to 7 high school teachers each. From these figures it can be seen that business law is primarily a small school subject. The number of high school teachers per school ranged from 3 to 66.

TABLE LX

DISTRIBUTION OF ENROLLMENTS IN BUSINESS LAW
FOR SCHOOL YEAR 1946-47, ACCORDING
TO SIZE AND LOCATION OF SCHOOLS

Section	Number of Pupils Enrolled by Size Class				
	All Schools	Class A	Class B	Class C	Class D
All Sections	1,793	222	511	653	407
Northeast	183		112	43	28
Northwest	295	20	38	197	40
Central	326	32		187	107
Southeast	457	108	129	192	28
Southwest	532	62	232	34	204

This table should be read as follows: The number of pupils enrolled in business law from all schools and all sections of Missouri was 1,793. This number included 222 pupils from Class A schools, 511 pupils from Class B schools, 653 pupils from Class C schools, and 407 pupils from Class D schools.

Table LXIII presents a classification of 85 first-class schools in Missouri according to the number of pupils enrolled per school in business law. One Class D school enrolled 4 pupils in business law. One Class B school taught business law to 74 pupils. The number of pupils enrolled in business law in one Class A school was 14, while the enrollment in business law in one Class D school was 36 pupils.

An examination of data in Table LXIV reveals that 77

TABLE LXI

PERCENTAGE OF TOTAL ENROLLMENT REGISTERED IN BUSINESS
LAW FOR SCHOOL YEAR 1946-47, ACCORDING
TO SIZE AND LOCATION OF SCHOOLS

Section	Per Cent of Pupils Enrolled by Size Class				
	All Schools	Class A	Class B	Class C	Class D
All Sections	1.6	1.1	1.6	1.7	2.0
Northeast	1.1		2.8	0.9	0.5
Northwest	1.9	1.1	0.8	4.4	0.9
Central	1.8	1.0		2.5	2.5
Southeast	1.3	1.3	1.2	1.6	0.9
Southwest	2.2	1.4	2.9	0.4	6.1

This table should be read as follows: One and six-tenths per cent of the total enrollment of the 684 first-class schools in all sections of Missouri were enrolled in business law. One and one-tenths per cent of the enrollment in Class A schools, 1.6 per cent of the enrollment in Class B schools, 1.7 per cent of the enrollment in Class C schools, and 2.0 per cent of the enrollment in Class D schools were enrolled in business law during 1946-47.

TABLE LXII

DISTRIBUTION OF 85 FIRST-CLASS MISSOURI SCHOOLS
OFFERING BUSINESS LAW, ACCORDING TO SIZE
OF SCHOOL AND NUMBER OF TEACHERS

Total Number of Teachers	Number of Schools by Size Class				Total Schools
	Class A	Class B	Class C	Class D	
3				8	8
4			2	13	15
5			5	3	8
6			5	2	7
7			4	1	5
8			8		8
9			4		4
10			4		4
11		2	1		3
12		3			3
13		1			1
15		2			2
17		1			1
19		3			3
20		1			1
24		1			1
27		1			1
29		2			2
37	1	1			2
39	1				1
40	1				1
41	1				1
56	1				1
57	1				1
66	1				1

This table should be read as follows: There were 8 Class D, three-teacher schools offering business law during 1946-47.

TABLE LXIII

DISTRIBUTION OF MISSOURI SCHOOLS ACCORDING
TO ENROLLMENT IN BUSINESS LAW DURING
THE SCHOOL YEAR 1946-47

Number of Pupils Enrolled	Number of Schools by Size Class				
	Class A	Class B	Class C	Class D	Total Schools
4				1	1
5			1		1
7		1		2	3
9			2		2
10			1	4	5
11			1	6	7
12		1	1	2	4
13		1	2		3
14	1	1	3	2	7
15		1	1		2
16			2	1	3
17		1	1	1	3
18			2	2	4
20	1		2	2	5
21		2	3		5
22			1		1
23	1	1	1	1	4
24			1		1
25			1		1
26			1		1
28		1	1		2
29	1			1	2
31		1			1
32	1	1	1		3
33			1		1
34			1	1	2
36		2	1	1	4
42	1	2			3
43			1		1
47		1			1
62	1				1
74		1			1

This table should be read as follows: There was 1 Class D school enrolling 4 pupils during 1946-47.

schools were offering business law for one-half unit of credit, and 8 schools were offering it for one unit of credit.

TABLE LXIV

CLASSIFICATION OF MISSOURI FIRST-CLASS SCHOOLS
ACCORDING TO THE AMOUNT OF CREDIT
OFFERED IN BUSINESS LAW

Units of Credit Offered	Number of Schools by Size Class				
	Class A	Class B	Class C	Class D	Total Schools
0.5	5	18	30	24	77
1.0	2		3	3	8

This table should be read as follows: Five Class A schools, 18 Class B schools, 30 Class C schools, 24 Class D schools, or a total of 77 schools offered business law for one-half unit of credit during 1946-47.

An investigation of miscellaneous data on business law reveals that 19 schools added this subject during 1946-47; 4 schools dropped it; and 21 schools alternated it, but did not offer it in 1946-47.

Business English

Business English ranked ninth among the business subjects studied in the number of schools offering business subjects. Tables LXV and LXVI give the number and per cent of the first-class high schools which were offering business English in 1946-47. Thirty-seven, or 5.4 per cent of all first-class schools offered business English. This number represents a decrease of 15 schools from the 1938 figure of 52 schools. Two, or 11.8 per cent of Class A schools; 10, or 11.8 per cent of Class B schools; 14, or 5.9 per cent of Class C schools; and 11, or

3.2 per cent, of Class D schools were teaching business English. Two and two-tenths per cent of the schools in the Northeast section were offering business English, as compared with 7.4 per cent of the schools offering it in the Southwest section.

Business English also ranked ninth in the number of pupils enrolled. Tables LXVII and LXVIII present data relative to the number and per cent of pupils enrolled in business English. The number of pupils enrolled in business English from all schools was 771 pupils, which represents 0.7 per cent of the 109,358 high school pupils enrolled in all first-class Missouri high schools during 1946-47. The Class C schools had the largest per cent of pupils enrolled in business English with

TABLE LXV

NUMBER OF 684 FIRST-CLASS SCHOOLS IN MISSOURI OFFERING
BUSINESS ENGLISH IN 1946-47, CLASSIFIED
ACCORDING TO SIZE AND LOCATION

Section	Number of Schools by Size Class				
	All Schools	Class A	Class B	Class C	Class D
All Sections	37	2	10	14	11
Northeast	3		1		2
Northwest	8		2	2	4
Central	9		2	4	3
Southeast	8	1	2	4	1
Southwest	9	1	3	4	1

This table should be read as follows: The total number of schools in all sections of Missouri offering business English was 37, which included 2 Class A schools, 10 Class B schools, 14 Class C schools, and 11 Class D schools.

TABLE LXVI

PERCENTAGE OF THE 684 FIRST-CLASS SCHOOLS IN MISSOURI
OFFERING BUSINESS ENGLISH IN 1946-47, CLASSIFIED
ACCORDING TO SIZE AND LOCATION

Section	Per Cent of Schools by Size Class				
	All Schools	Class A	Class B	Class C	Class D
All Sections	5.4	11.8	11.8	5.9	3.2
Northeast	2.2		10.0		2.2
Northwest	6.3		16.7	6.7	4.8
Central	6.5		20.0	8.9	3.7
Southeast	5.0	12.5	6.1	5.1	2.4
Southwest	7.4	50.0	15.0	7.7	2.1

This table should be read as follows: Five and four-tenths per cent of all schools in all sections of Missouri offered business English. Eleven and eight-tenths per cent of all Class A schools, 11.8 per cent of all Class B schools, 5.9 per cent of all Class C schools, and 3.2 per cent of all Class D schools offered business English in 1946-47.

0.8 per cent. The Northeast section enrolled 0.3 per cent of its total enrollment in business English. The Southwest section enrolled 1.1 per cent of its pupils in business English.

The data presented in Table LXIX reveal that eight Class D schools with three teachers were teaching business English. The number of high school teachers per school ranged from 3 to 122 teachers, the largest being found in Class A schools.

Table LXX presents a classification of 37 first-class high schools according to the number of pupils enrolled in business English. One Class D school enrolled 3 pupils in business English. One Class A school had 70 pupils enrolled in business English.

TABLE LXVII

DISTRIBUTION OF ENROLLMENTS IN BUSINESS ENGLISH
FOR SCHOOL YEAR 1946-47, ACCORDING
TO SIZE AND LOCATION OF SCHOOLS

Section	Number of Pupils Enrolled by Size Class				
	All Schools	Class A	Class B	Class C	Class D
All Sections	771	90	251	314	116
Northeast	52		23		29
Northwest	138	20	42	46	30
Central	125		32	67	26
Southeast	198		70	114	14
Southwest	258	70	84	87	17

This table should be read as follows: The number of pupils enrolled in business English from all schools and all sections of Missouri was 771. This number included 90 pupils from Class A schools, 251 pupils from Class B schools, 314 pupils from Class C schools, and 116 from Class D schools.

TABLE LXVIII

PERCENTAGE OF TOTAL SCHOOL ENROLLMENT REGISTERED IN BUSINESS ENGLISH FOR SCHOOL YEAR 1946-47, DISTRIBUTED ACCORDING TO SIZE AND LOCATION OF SCHOOL

Section	Per Cent of Pupils Enrolled by Size Class				
	All Schools	Class A	Class B	Class C	Class D
All Sections	0.7	0.5	0.8	0.8	0.6
Northeast	0.3		0.6		0.6
Northwest	0.9	1.1	0.9	1.0	0.7
Central	0.7		1.0	0.9	0.6
Southeast	0.6		0.6	0.9	0.5
Southwest	1.1	1.5	1.0	1.0	0.5

This table should be read as follows: Seven-tenths per cent of the total enrollment of the 684 first-class schools in all sections of Missouri were enrolled in business English. Five-tenths per cent of the enrollment in Class A schools, 0.8 per cent of the enrollment in Class B schools, 0.8 per cent of the enrollment in Class C schools, and 0.6 per cent of the enrollment in Class D schools were enrolled in business English during 1946-47.

TABLE LXIX

DISTRIBUTION OF 37 FIRST-CLASS MISSOURI SCHOOLS
OFFERING BUSINESS ENGLISH, ACCORDING TO
SIZE OF SCHOOL AND NUMBER OF TEACHERS

Total Number of Teachers	Number of Schools by Size Class					Total Schools
	Class A	Class B	Class C	Class D		
3				8		8
4			1	2		3
5				1		1
7			2			2
8			3			3
9			2			2
10			6			6
12		1				1
13		1				1
15		2				2
17		1				1
18		1				1
19		3				3
23		1				1
40	1					1
122	1					1

This table should be read as follows: There were 8 Class D, three-teacher schools offering business English during 1946-47.

TABLE LXX

DISTRIBUTION OF 37 MISSOURI SCHOOLS ACCORDING
TO ENROLLMENT IN BUSINESS ENGLISH
DURING THE SCHOOL YEAR 1946-47

Number of Pupils Enrolled	Number of Schools by Size Class				
	Class A	Class B	Class C	Class D	Total Schools
3				1	1
5				2	2
7		1		1	2
8		1			1
11			1	2	3
12		1	2		3
13			1		1
14				3	3
15				1	1
17			1	1	2
18			1		1
20	1				1
21			2		2
23		1			1
24		1			1
25			3		3
27			1		1
28		1			1
30			1		1
35		1			1
36		2			2
42		1			1
57			1		1
70	1				1
Total Schools	2	10	14	11	37

This table should be read as follows: There was one Class D school which enrolled 3 pupils in 1946-47.

An examination of data in Table LXXI reveals that 35 first-class schools were offering business English for one-half unit of credit, and two schools were giving it for one unit of credit.

TABLE LXXI

CLASSIFICATION OF MISSOURI FIRST-CLASS SCHOOLS
ACCORDING TO THE AMOUNT OF CREDIT OFFERED
IN BUSINESS ENGLISH

Units of Credit Offered	Number of Schools by Size Class				
	Class A	Class B	Class C	Class D	Total Schools
0.5	1	10	14	10	35
1.0	1			1	2
Total Schools	2	10	14	11	37

This table should be read as follows: One Class A school, 10 Class B schools, 14 Class C schools, 10 Class D schools, or a total of 35 schools offered business English for one-half unit of credit during 1946-47.

An investigation of other data about business English reveals that 10 schools added business English to their curriculum in 1946-47; 4 schools dropped it; and 16 schools alternated the subject, but did not offer it during 1946-47.

Shorthand II

Shorthand II ranked tenth among the business subjects in the number of schools offering it, and eleventh in the number of pupils enrolled.

An examination of Table LXXII shows that a total of 35, or 5.1 per cent of the first-class schools, were offering Shorthand II. This figure included 5 Class A schools, 14 Class B schools, 11 Class C schools, and 5 Class D schools. A total of 22 schools from the Southeast section were offering Shorthand II,

and only 1 school in the Southwest section offered the subject. Two schools in the Northwest section, 3 schools in the Central section, and 7 schools in the Northeast section offered Shorthand II.

TABLE LXXII
NUMBER OF 684 FIRST-CLASS SCHOOLS IN MISSOURI OFFERING
SHORTHAND II IN 1946-47, CLASSIFIED
ACCORDING TO SIZE AND LOCATION

Section	Number of Schools by Size Class				
	All Schools	Class A	Class B	Class C	Class D
All Sections	35	5	14	11	5
Northeast	7	1	2	2	2
Northwest	2		1	1	
Central	3			3	
Southeast	22	4	10	5	3
Southwest	1		1		

This table should be read as follows: The total number of schools in all sections of Missouri offering Shorthand II was 35, which included 5 Class A schools, 14 Class B schools, 11 Class C schools, and 5 Class D schools.

The distribution of enrollment in Shorthand II is shown in Table LXXIII. A total of 321 pupils of the total 476 pupils enrolled in the course were from the Southeast section. Ninety-six pupils from the Northeast section, 21 pupils from the Central section, 21 pupils from the Southwest section, and 17 pupils from the Northwest section were enrolled in Shorthand II.

The data presented in Table LXXIV reveal that about one half of the schools offering Shorthand II had from 4 to 10

high school teachers in their schools. The number of high school teachers per school ranged from 4 to 79.

TABLE LXXIII

DISTRIBUTION OF ENROLLMENTS IN SHORTHAND II
FOR SCHOOL YEAR 1946-47, ACCORDING
TO SIZE AND LOCATION OF SCHOOLS

Section	Number of Pupils Enrolled by Size Class				
	All Schools	Class A	Class B	Class C	Class D
All Sections	476	129	218	92	37
Northeast	96	30	34	13	19
Northwest	17		7	10	
Central	21			21	
Southeast	321	99	156	48	18
Southwest	21		21		

This table should be read as follows: The number of pupils enrolled in Shorthand II from all schools and all sections of Missouri was 476. This number included 129 pupils from Class A schools, 218 pupils from Class B schools, 92 pupils from Class C schools, and 37 pupils from Class D schools.

Table LXXV presents a classification of 35 first-class schools in Missouri according to the number of pupils enrolled in Shorthand II. One Class D school enrolled 3 pupils in Shorthand II, and one Class A school enrolled 67 pupils in Shorthand II.

An examination of data in Table LXXVI reveals that one school was offering one-half unit of credit for Shorthand II and 34 schools were giving one unit of credit.

An investigation of other miscellaneous data reveals that 3 schools offered Shorthand II for the first time during 1946-47;

TABLE LXXIV

DISTRIBUTION OF 35 FIRST-CLASS MISSOURI SCHOOLS
OFFERING SHORTHAND II, ACCORDING TO SIZE
OF SCHOOL AND NUMBER OF TEACHERS

Total Number of Teachers	Number of Schools by Size Class					Total Schools
	Class A	Class B	Class C	Class D		
4			1	3		4
5			1	1		2
6			3			3
7			2			2
8				1		1
10		1	4			5
12		3				3
13		1				1
14		1				1
15		4				4
17		1				1
19		1				1
26		1				1
27		1				1
37	1					1
39	1					1
45	1					1
56	1					1
79	1					1

This table should be read as follows: One Class C, four-teacher school offered Shorthand II. Three Class D, four-teacher schools offered Shorthand II.

TABLE LXXV

DISTRIBUTION OF MISSOURI SCHOOLS ACCORDING
TO ENROLLMENT IN SHORTHAND II DURING
THE SCHOOL YEAR 1946-47

Number of Pupils Enrolled	Number of Schools by Size Class				
	Class A	Class B	Class C	Class D	Total Schools
3				1	1
4			1	1	2
6			3	1	4
7		2	1		3
8				1	1
9	1		1		2
10		1	3		4
11	1				1
12	1		2		3
13		2			2
15		1			1
16		2		1	3
18		1			1
20		2			2
21		3			3
30	1				1
67	1				1
Total Schools	5	14	11	5	35

This table should be read as follows: There was one Class D school which enrolled 3 pupils in Shorthand II during 1946-47.

5 schools dropped it from their curriculum; and 4 schools altered it, but did not teach it during 1946-47.

TABLE LXXVI

CLASSIFICATION OF MISSOURI FIRST-CLASS SCHOOLS
ACCORDING TO THE AMOUNT OF CREDIT OFFERED
IN SHORTHAND II

Units of Credit Offered	Number of Schools by Size Class				
	Class A	Class B	Class C	Class D	Total Schools
0.5		1			1
1.0	5	13	11	5	34

This table should be read as follows: One Class B school offered Shorthand II for one-half unit of credit during 1946-47.

Business Economic Problems

Business economic problems is the name of a business course outlined in the Missouri State Course of Study. This subject was probably named after a text-book with the same name, which was published by the South-Western Publishing Company in 1935. This text-book was later revised and the title changed to Consumer Economic Problems. The subject title, business economic problems, includes all consumer education courses reported in the Missouri State Department of Education forms.

Table LXXVII presents a tabulation of the 13 schools offering business economic problems. The total schools offering business economic problems included 2 Class A schools, 2 Class B schools, 4 Class C schools, and 5 Class D schools.

Table LXXVIII presents data about the number of pupils enrolled in business economic problems. A total of 284 pupils

from all schools were enrolled in business economic problems. This total included 52 pupils from Class A schools, 49 pupils from Class B schools, 93 pupils from Class C schools, and 110 pupils from Class D schools.

TABLE LXXVII

NUMBER OF 684 FIRST-CLASS SCHOOLS IN MISSOURI OFFERING
BUSINESS ECONOMIC PROBLEMS IN 1946-47, CLASSIFIED
ACCORDING TO SIZE AND LOCATION

Section	Number of Schools by Size Class				
	All Schools	Class A	Class B	Class C	Class D
All Sections	13	2	2	4	5
Northeast	3		1		2
Northwest	2			1	1
Central	1			1	
Southeast	4	1		2	1
Southwest	3	1	1		1

This table should be read as follows: The total number of schools in all sections of Missouri offering business economic problems was 13, and included 2 Class A schools, 2 Class B schools, 4 Class C schools and 5 Class D schools.

Table LXXIX presents a classification of 13 first-class schools offering business economic problems according to size (enrollment) and number of high school teachers in school. The number of high school teachers in each school offering business economic problems ranged from 3 to 79.

The data presented in Table LXXX reveal that one Class D school was teaching business economic problems to 8 pupils, and one Class C school was teaching the subject to 37 pupils.

TABLE LXXVIII

DISTRIBUTION OF ENROLLMENTS IN BUSINESS ECONOMIC
PROBLEMS FOR SCHOOL YEAR 1946-47, ACCORDING
TO SIZE AND LOCATION OF SCHOOLS

Section	Number of Pupils Enrolled by Size Class				
	All Schools	Class A	Class B	Class C	Class D
All Sections	284	32	49	93	110
Northeast	84		22		62
Northwest	23			12	11
Central	17			17	
Southeast	88	16		64	8
Southwest	72	16	27		29

This table should be read as follows: The number of pupils enrolled in business economic problems from all schools and all sections of Missouri was 284. This number included 32 pupils from Class A schools, 49 pupils from Class B schools, 93 pupils from Class C schools, and 110 pupils from Class D schools.

TABLE LXXIX

DISTRIBUTION OF 13 FIRST-CLASS MISSOURI SCHOOLS OFFERING
BUSINESS ECONOMIC PROBLEMS, ACCORDING TO SIZE
OF SCHOOL AND NUMBER OF TEACHERS

Total Number of Teachers	Number of Schools by Size Class					Total Schools
	Class A	Class B	Class C	Class D		
3				1		1
4				1		1
5			1	3		4
7			1			1
8		1	2			3
29		1				1
66	1					1
79	1					1

This table should be read as follows: One Class D, three-teacher school offered business economic problems during 1946-47.

TABLE LXXX

DISTRIBUTION OF MISSOURI SCHOOLS ACCORDING TO
ENROLLMENT IN BUSINESS ECONOMIC PROBLEMS
DURING THE SCHOOL YEAR 1946-47

Number of Pupils Enrolled	Number of Schools by Size Class					Total Schools
	Class A	Class B	Class C	Class D		
8				1		1
11				1		1
12			1			1
16	2					2
17			1			1
22		1				1
27		1	1			2
29				2		2
33				1		1
37			1			1
Total Schools	2	2	4	5		13

This table should be read as follows: One Class D school enrolled 8 pupils in business economic problems in 1946-47.

An examination of data in Table LXXXI reveals that 6 schools were giving one-half unit of credit for completion of business economic problems, and 7 schools were offering it for one unit of credit.

TABLE LXXXI

CLASSIFICATION OF MISSOURI FIRST-CLASS SCHOOLS
ACCORDING TO THE AMOUNT OF CREDIT OFFERED
IN BUSINESS ECONOMIC PROBLEMS

Units of Credit Offered	Number of Schools by Size Class				
	Class A	Class B	Class C	Class D	Total Schools
0.5	2	2	1	1	6
1.0			3	4	7
Total Schools	2	2	4	5	13

This table should be read as follows: Two Class A schools, 2 Class B schools, 1 Class C school, and 1 Class D school, or a total of 13 schools offered business economic problems in 1946-47.

Other Business Subjects

A tabulation of the number of schools offering other business subjects is presented in Table LXXXII. Salesmanship ranked eleventh among the business subjects offered, with seven, or 1 per cent of the first-class schools offering it.

Bookkeeping II ranked twelfth, with six schools, or 0.9 per cent of the first-class schools offering it. Four of the six schools were Class A schools.

Machine calculations and clerical practice are next with 2 schools each offering them. Commercial geography, retail selling, business management, and business training each had one school offering them.

TABLE LXXXII

OTHER BUSINESS SUBJECTS OFFERED IN THE 684
FIRST-CLASS SCHOOLS IN 1946-47,
ACCORDING TO SIZE OF SCHOOL

Subject	Number of Schools by Size Class					Per Cent of 684 Schools
	Class	Class	Class	Class	All	
	A	B	C	D	Schools	
Salesmanship	1	3	1	2	7	1.0
Bookkeeping II	4	1	1		6	0.9
Machine calculations	2				2	0.3
Clerical practice	1	1			2	0.3
Commercial geography		1			1	0.1
Retail selling	1				1	0.1
Bus. management	1				1	0.1
Bus. training			1		1	0.1

This table should be read as follows: Salesmanship was offered to 1 Class A school, 3 Class B schools, 1 Class C school, 2 Class D schools, or to a total of 7 schools in Missouri. This represented 1.0 per cent of the 684 schools studied.

The distribution of enrollments in the above subjects is presented in Table LXXXIII. Bookkeeping II enrolled 141 pupils, salesmanship enrolled 129, machine calculations enrolled 56, commercial geography enrolled 43, clerical practice enrolled 38, retail selling enrolled 23, business management enrolled 18, and business training enrolled 13.

TABLE LXXXIII

DISTRIBUTION OF ENROLLMENTS IN OTHER BUSINESS SUBJECTS
FOR SCHOOL YEAR 1946-47, ACCORDING
TO SIZE AND LOCATION OF SCHOOLS

Subject	Number of Pupils Enrolled				
	Class A	Class B	Class C	Class D	All Schools
Bookkeeping II	73	34	34		141
Salesmanship	24	55	16	34	129
Machine calculations	56				56
Commercial geography		43			43
Clerical practice	26	12			38
Retail selling	23				23
Bus. management	18				18
Bus. training			13		13

This table should be read as follows: Seventy-three pupils in Class A schools, 34 pupils in Class B schools, 34 pupils in Class C schools, or a total of 141 pupils in all schools were enrolled in Bookkeeping II.

Grade Placement of Business Education Subjects

The grade placement of business education subjects in the 684 first-class Missouri high schools in 1946-47 is shown in Table LXXXIV.

TABLE LXXXIV

GRADE PLACEMENT OF BUSINESS EDUCATION SUBJECTS
IN THE 684 FIRST-CLASS MISSOURI HIGH SCHOOLS
IN 1946-1947

Subject	Number of Schools Offering			
	Grade IX	Grade X	Grade XI	Grade XII
Typing I	9	136	596	364
Bookkeeping I	1	21	311	462
Shorthand I		17	366	274
General business	24	218	128	96
Typing II		6	83	277
Secretarial practice		3	51	279
Business arithmetic		24	73	74
Business law		10	65	78
Business English		3	28	33
Shorthand II			3	35
Bus. econ. problems		3	10	12

This table should be read as follows: Nine schools offered Typing I to ninth grade pupils; 136 schools to tenth grade pupils, 596 schools to eleventh grade pupils, and 364 schools offered it to twelfth grade pupils.

There was an overlapping in the number of schools offering business education subjects at each grade level. For example, if a school was offering Typing I to tenth and eleventh grade pupils, this school was listed as offering Typing I to both tenth and eleventh grade pupils.

Nine schools offered Typing I to ninth grade pupils; 136 schools, to tenth grade pupils; 596 schools, to eleventh grade pupils; and 364 schools, to twelfth grade pupils.

Bookkeeping I was offered to ninth grade pupils in one school, tenth grade pupils in 21 schools, eleventh grade pupils in 311 schools, and twelfth grade pupils in 462 schools.

Shorthand I was taught primarily to eleventh and twelfth grade pupils. Seventeen schools offered Shorthand I to tenth grade pupils; 366 schools, to eleventh grade pupils; and 274, to twelfth grade pupils.

As shown in Table LXXXIV general business was primarily a tenth grade subject. Twenty-four schools offered general business to ninth grade pupils, 218 schools to tenth grade pupils, 128 schools to eleventh grade pupils, and 96 schools to twelfth grade pupils.

Schools not Offering Business Education

Six-hundred fifty-six schools, or about 96 per cent of the first-class schools in Missouri offered some form of business education during 1946-47. Table LXXXIV shows the size (enrollment) and location of the 28 schools that were not offering business education subjects. Five Class C schools located in the Southeast section, and 23 Class D schools located in all sections, did not offer any business subjects. Nine of the 28

schools that did not offer business education subjects were colored schools.

TABLE LXXIV

DISTRIBUTION OF FIRST-CLASS SCHOOLS THAT WERE NOT
OFFERING BUSINESS EDUCATION SUBJECTS IN 1946-47,
ACCORDING TO SIZE AND LOCATION OF SCHOOL

Section	Number of Schools by Size Class				
	All Schools	Class A	Class B	Class C	Class D
All Sections	28			5	23
Northeast	7				7
Northwest	4				4
Central	4				4
Southeast	8			5	3
Southwest	5				5

This table should be read as follows: The total number of schools in all sections of Missouri not offering business subjects was 28, which included 5 Class C schools, and 23 Class D schools.

Table LXXV presents a tabulation of the 28 schools that were not offering business subjects according to size (enrollment) of school and number of high school teachers in the school. One Class C school and 15 Class D schools with three teachers did not offer any business subjects. The number of teachers in the schools that did not offer business subjects in 1946-47 ranged from 3 to 8.

TABLE LXXXVI

DISTRIBUTION OF FIRST-CLASS SCHOOLS THAT WERE NOT OFFERING
BUSINESS SUBJECTS IN 1946-47, ACCORDING TO
SIZE OF SCHOOL AND NUMBER OF TEACHERS

Total Number of Teachers	Number of Schools by Size Class				
	Class A	Class B	Class C	Class D	Total Schools
3			1	15	16
4			2	6	8
5			1	2	3
8			1		1
Total Schools			5	23	28

This table should be read as follows: One Class C, three-teacher school, 15 Class D, three-teacher schools, or a total of 16 three-teacher schools, did not offer business subjects in 1946-47.

CHAPTER IV

SUMMARY OF FINDINGS AND CONCLUSIONS

Summary

The main purpose of this study was to determine what business subjects were being offered in Missouri's first-class high schools in 1946-47, and the registrations in these subjects. An attempt was also made to classify the schools according to the number offering various business subjects, and to the enrollments in these business subjects according to size (enrollment) and location of schools.

To aid in the summarization of the findings reported in Chapter III of this study, the significant facts are recapitulated in Table LXXEVII.

Of all schools with an enrollment above 100, there were only 2 schools that did not offer Typing I. Typing I was taught in more Class A, Class B, and Class C schools than in Class D schools, but the per cent of pupils enrolled from Class A, Class B, and Class C schools was less than the per cent of pupils enrolled from Class D schools. One Class A school registered only 55 pupils in Typing I, while another Class A school enrolled 406 pupils in Typing I. The majority of schools were offering one unit of credit for the completion of Typing I.

Bookkeeping I ranked second among the business subjects offered in Missouri schools with 487, or 71.2 per cent of the first-class schools offering the subject. This subject enrolled 10,282 pupils, or 9.4 per cent of the total enrollment in all schools. All Class A schools taught the subject. Although

TABLE LXXXVII

SUMMARY OF DATA CONCERNING OFFERINGS AND ENROLLMENTS IN
BUSINESS EDUCATION IN THE 684 FIRST-CLASS
MISSOURI HIGH SCHOOLS IN 1946-47

Subject	First-Class Schools Offering			Pupils Enrolled in Subject		
	Number of Schools	Per Cent of 684 Schools	Rank	Number of Pupils	Per cent of Total Enrollment, (109,358)	Rank
Typing I	644	94.2	1	19,429	17.8	1
Bookkeeping I	467	71.2	2	10,282	9.4	2
Shorthand I	428	62.6	3	7,503	6.9	4
General business	295	43.1	4	8,125	7.4	3
Typing II	285	41.7	5	4,611	4.2	5
Secretarial practice	282	41.2	6	3,473	3.2	6
Business arithmetic	90	13.2	7	1,975	1.8	7
Business law	85	12.4	8	1,793	1.6	8
Business English	37	5.4	9	771	0.7	9
Shorthand II	35	5.1	10	476	0.4	10
Bus. econ. problems	13	1.9	11	284	0.2	11
Salesmanship	7	1.0	12	129	0.1	13
Bookkeeping II	6	0.9	13	141	0.1	12
Machine calculations	2	0.3	14	56	0.1	14
Clerical practice	2	0.3	14	38		16
Commercial geography	1	0.2	15	43		15
Retail selling	1	0.2	15	23		17
Business management	1	0.2	15	18		18
Business training	1	0.2	15	13		19

This table should be read as follows: A total of 644, or 94.2 per cent of the first-class schools were offering Typing I in 1946-47. The enrollment in Typing I was 19,429 pupils, or 17.8 per cent of the 109,358 pupils enrolled in the 684 first-class high schools.

only 54 per cent of the Class D schools offered Bookkeeping I, the per cent of pupils enrolled from Class D schools exceeded the per cent of pupils enrolled from other class schools. In most cases one unit of credit was given for Bookkeeping I. A majority of the schools were offering Bookkeeping I to twelfth grade pupils.

Shorthand I ranked third in the number of schools offering it and fourth in the number of pupils enrolled in it. A total of 428 schools offered Shorthand I, and enrolled 7,503 pupils in the subject. All Class A and Class B schools offered Shorthand I, but only 38.4 per cent of the Class D schools offered it. Forty-eight per cent of the first-class schools in the Northwest section offered Shorthand I, as compared with 76.4 per cent of the schools in the Southeast section that offered it. Two-hundred ninety-two schools offered this subject to fewer than 20 pupils each, but one Class A school enrolled more than 150 pupils in it. Almost all schools were offering this subject for one unit of credit, and to eleventh and twelfth grade pupils.

A total of 295 schools, or 43.1 per cent of the first-class schools enrolled 8,125 pupils, or 7.4 per cent of their total enrollments, in general business. Thirteen, or 76.5 per cent of the 17 Class A schools offered the subject. About 33 per cent of the first-class schools in the Central section offered general business, as compared to 54 per cent in the Northeast section.

During the period from 1938 to 1947, the percentage increase based on the total enrollment of schools studied has been

greatest in general business. The enrollment in this subject almost doubled in that period. Class D schools enrolled 11 per cent of their total enrollment in general business, while Class A schools enrolled only 4.8 per cent of their total enrollment. One Class A school, with a total enrollment of 907 pupils, enrolled 199 pupils in general business.

Sixteen schools were offering general business to fewer than ten pupils each.

A total of 275 schools offered one unit of credit in general business. This subject was offered to tenth grade pupils in 218 schools. Seven of the 19 colored schools offered general business.

Other business subjects taught in first-class Missouri high schools are shown in Table LXXXVII.

Conclusions

On the basis of the findings of this study, the following conclusions appear to be warranted:

1. Six-hundred fifty-six first-class schools, or approximately 96 per cent of the first-class schools in Missouri offer one or more business subjects.

2. Enrollment in general business is increasing rapidly. In 1946-1947, it exceeded the enrollment in Shorthand I by 622 pupils, even though 133 fewer schools were offering it.

3. Typing I, Shorthand I, and Bookkeeping I have made steady gains both in the number of schools offering them and in enrollment since 1938. Business English, commercial geography, business law, business arithmetic, and salesmanship

are decreasing, both in the number of schools offering those subjects and in pupil enrollment.

4. Approximately two times as many pupils enrolled in typing as any other business education subject. Typing I was offered to pupils anywhere from the ninth to the twelfth grades, with 596 schools offering it to eleventh grade pupils.

5. There is a noted weakness in the number of pupils enrolled in salesmanship and retail selling. Only seven schools offered a course in salesmanship and they enrolled about 130 pupils. Retail trade is an important activity of most communities.

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APPENDIX

MISSOURI STATE DEPARTMENT OF EDUCATION

REPORT OF HIGH SCHOOL SUPERVISOR

LLOYD W. KING, State Superintendent of Schools

JEFFERSON CITY, MISSOURI

(To be filled out by the High School Principal or Superintendent. Prepare the entire report in duplicate; retain the carbon copy for your files and submit the original to the High School Supervisor. Prepare a separate report for colored high schools. Your report should include grades nine, ten, eleven, and twelve. A copy of the daily schedule of the high school should be enclosed with the report. Please use typewriter if possible. This report cannot be accepted by high school supervisor unless all items are complete.)

Name of School..... City..... County.....

P. O. Address..... Consolidated (Yes) (No) Date....., 194.....

Superintendent..... High School Principal.....

President of Board..... Secretary of Board.....

I. Financial Data

- 1. Taxes levied: Assessed valuation, \$.....; Levy in cents (a) Teachers' fund.....; (b) Incidental fund.....; (c) Sinking fund.....; (d) Building fund.....; (e) Interest fund.....; (f) total levy.....
2. Indebtedness: (a) Unpaid bonds, \$.....; (b) Other debts, \$.....; Total indebtedness, \$.....
3. High school tuition charged, \$.....
4. Name of financial accounting system used.....

II. Organization

- 1. Grades included in report: Elementary..... High School.....
2. Type of organization (check): 8-2 [] 8-3 [] 8-4 [] 6-6 [] 6-3-3 []
3. Length of term: (a) Date of opening (current year)..... (c) Weeks in current school year..... (b) Date planned to close..... (d) Total days vacation..... (e) Total days school will actually be in session (exclusive of total days vacation).....
4. Organization of school day and week: (a) Length of class periods (time exclusive of passing)..... (b) Class periods per week: Academic courses—recitation.....; Science courses—recitation.....laboratory.....; Home Economics—recitation.....laboratory.....; Industrial Arts—recitation.....laboratory.....; Fine Arts—recitation.....laboratory..... (Schools using long periods—55 or 60 minutes—should fill in only the blanks following the word "recitation"; disregard the blanks following "laboratory.")
5. Graduation requirements (number of units): Total..... (a) English..... (d) Science..... (g) Health and Physical Education... (b) Social Studies..... (e) Practical Arts... (h) Others Required..... (c) Mathematics..... (f) Fine Arts..... (i) Electives.....

- II. Enumeration: White—Boys.....; Girls.....; Total..... Colored—Boys.....; Girls.....; Total..... Grand Total.....

IV. Enrollment and Staff Data

1. Enrollment:

GRADES	WHITE							COLORED (If colored high school is maintained, use a separate blank)							Grand Total				
	Resident		Non-Resident (in State)		Non-Resident (out of State)		Total Boys	Total Girls	Total	Resident		Non-Resident (in State)		Non-Resident (out of State)		Total Boys	Total Girls	Total	
	Boys	Girls	Boys	Girls	Boys	Girls				Boys	Girls	Boys	Girls	Boys					Girls
Kindergarten																			
1																			
2																			
3																			
4																			
5																			
6																			
7																			
8																			
Total Grades 1-8 (Do not include Kindergarten)																			
9																			
10																			
11																			
12																			
Totals																			
Grand Total 1-12																			

2. Staff:

(a) Teachers. (Note: Report each teacher only in place where the major portion of his or her time is devoted)

Position	Kindergarten		Elementary Grades 1-8		High School Grades 9-12		High School				Grand Total	
	Men	Women	Men	Women	Men	Women	Jr. H. S., 7-10		Sr. H. S., 10-12		Men	Women
Full-time teachers												
Part-time teachers												
Totals												

(b) Non-professional staff: Secretaries, clerks.....; custodians and maintenance.....

3. Pupil-teacher ratio: Divide enrollment by number of teachers; include superintendents, principals, and supervisors; administrators and supervisors should be counted in the elementary or high school area for such time as they devote to that area; two full-time clerks may be counted as one full-time teacher.

(a) High School..... (b) Elementary School: White.....Colored.....

4. Class size: Number of high school classes with enrollment of 5-9.....10-19.....20-29.....30-39.....40-49.....50 and over.....

5. Pupil load: Number high school pupils carrying following number of units: 3-3.9.....4-4.9.....5-5.9.....6-6.9.....

V. Records (Check items for which records are kept)

- | | |
|--|--|
| 1. Pupil's Academic Record..... <input type="checkbox"/> | 9. Employment of graduates..... <input type="checkbox"/> |
| 2. Family data..... <input type="checkbox"/> | 10. Discipline..... <input type="checkbox"/> |
| 3. Attendance..... <input type="checkbox"/> | 11. Health..... <input type="checkbox"/> |
| 4. Intelligence test results..... <input type="checkbox"/> | 12. Activity record of pupil..... <input type="checkbox"/> |
| 5. Standard achievement test results..... <input type="checkbox"/> | 13. Census record..... <input type="checkbox"/> |
| 6. Personal data (age, personality traits, etc.)..... <input type="checkbox"/> | 14. Others (List)..... <input type="checkbox"/> |
| 7. Teachers' transcripts..... <input type="checkbox"/> | |
| 8. College record of graduates..... <input type="checkbox"/> | |

Program of Studies

List only courses offered during current year. Count pupils in grades 9-12 only. Check in first column courses offered second semester only.
 *Number of units for which approval is desired.

	Courses Offered Second Sem. Only (Check)	Number of Sections	*Units Credit	Grades Offered	Pupils Enrolled in Each Section				Total	Courses Offered Second Sem. Only (Check)	Number of Sections	*Units Credit	Grades Offered	Pupils Enrolled in Each Section				Total
Language Arts																		
English I									Latin IV									
English II									French I									
English III									French II									
Speech									French III									
School Publications									Spanish I									
Latin I									Spanish II									
Latin II									Spanish III									
Latin III																		
Social Studies																		
U. S. History									Sociology									
U. S. Problems and Com. Problems									Economics									
U. S. Problems									Government									
World Problems									Int. Relations									
Economic Geography									Mo. History									
Mathematics																		
Algebra									Solid Geometry									
Geometry									Trigonometry									
Advanced Algebra									Emer. Math.									
Natural Science																		
Advanced Science									Adv. Phys. Science									
Chemistry									Physiology									
Physics									Aeronautics									
Natural Biology																		
Practical Arts																		
Personal Typing									Rel. H. E. Art									
Typing II									Gen. Home Ec. I									
Orthand I									Gen. Home Ec. II									
Secretarial Prac.									Gen. Home Ec. III									
Bookkeeping I									Gen. Home Ec. IV									
General Business									Gen. Ag.									
Business Law									Voc. Ag. I									
Business Arithmetic									Voc. Ag. II									
General Drawing									Voc. Ag. III									
General Woodworking									Voc. Ag. IV									
General Metals									Div. Occupations I									
Composite Gen. Shop									Div. Occupations II									
Voc. Home Ec. I									Indus. Trades I									
Voc. Home Ec. II									Indus. Trades II									
Voc. Home Ec. III																		
Rel. H. E.																		
Science																		
Fine Arts																		
Art to Music									Art II									
Band									Art III									
Orchestra									Art IV									
Boys' Glee Club									Allied Arts									
Girls' Glee Club									Dramatics									
Theory and Harmony									Literature									
Fixed Chorus																		
Cappella Choir																		
Art I																		
Physical Education																		
Boys									Pupils on Modified Program									
Girls									Boys									
									Girls									

Total units offered this year. (Count only units actually taught this year).....

Additions to curriculum this year.....

Deductions from curriculum this year.....

List subjects alternated but not offered this year.....

VII. Library

1. Distribution of Volumes:

Classification	Volumes Added This Year	Cost of Volumes Added	Total Usable Volumes
000. General Reference:			
Dictionaries.....			
Encyclopedias (sets).....			
Other references.....			
100. Philosophy:			
Psychology.....			
Others.....			
200. Religion			
300. Social Sciences:			
Sociology.....			
Economics.....			
Civics—Government.....			
Education.....			
Others.....			
400. Philology:			
Language.....			
500. Natural Sciences:			
General Science.....			
Mathematics.....			
Physics.....			
Chemistry.....			
Physical Geography.....			
Biology.....			
Botany.....			
Others.....			
600. Practical Arts:			
Agriculture.....			
Business.....			
Home Economics.....			
Engineering.....			
Industrial Arts.....			
Others.....			
700. Fine Arts:			
Art.....			
Music.....			
Others.....			
800. Literature			
900. History and Travel:			
History.....			
Travel.....			
Biography.....			
Atlases.....			
Maps (Sets).....			
Others.....			
F. Fiction			

2. Periodicals:

List periodicals received:

1.	16.
2.	17.
3.	18.
4.	19.
5.	20.
6.	21.
7.	22.
8.	23.
9.	24.
10.	25.
11.	26.
12.	27.
13.	28.
14.	29.
15.	30.

VIII. Instructional Equipment

Subject	Cost of equipment added since last report	
	High School	Elementary School
Agriculture.....		
Biology.....		
Chemistry.....		
Botany.....		
General Science.....		
Physics.....		
Home Economics.....		
Industrial Arts.....		
Commerce.....		
Health and Physical Education.....		
Art.....		
Music.....		
Athletics.....		
Visual Education.....		
TOTAL		

Prorate equipment used in both elementary school and high school.

IX. High School Supervisor's Recommendations:

- This school is now a (first class) (second class) (third class) (unclassified) high school.
- I recommend that it be classified as a (first class) (second class) (third class) (unclassified) high school for the 194.....-194..... school year.
- Number of units approved..... These units are for grades (9-10) (9-10-11) (9-10-11-12) (10-11-12).

LLOYD W. KING,
State Superintendent.

Approved....., 194.....

By.....
High School Supervisor

DATA SHEET

Name of school _____ Location _____
 County _____

Enrollment _____ (A - B - C - D)(Jr.Hi, Sr.Hi, Jr.Coll.)

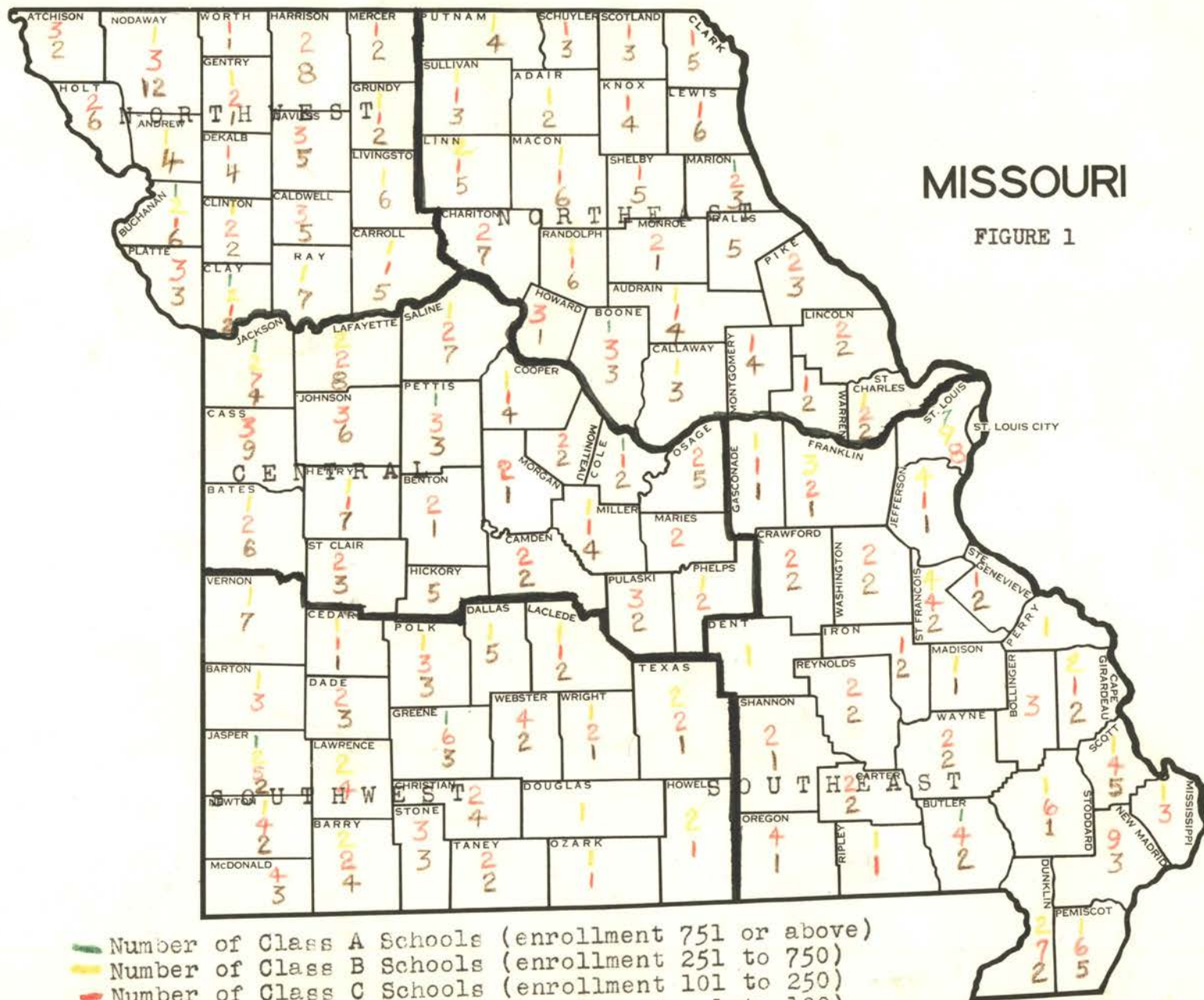
Form A

Number of High School teachers _____

Subject (Commerce)	Second Sem. Only	No. of Sect.	Units Credit	Grades Offered	Tot. En- rolled	Courses		
						Add. This Yr.	Ded. This Yr.	Alt.
Personal Typing								
Typing II								
Shorthand I								
Secretarial Pract.								
Bookkeeping I								
General Business								
Business Law								
Business Arith.								
Bus. English								
Bookkeeping II								
Advertising								
Salesmanship								
Bus. Econ. Prob.								
Others								

Form B

Teacher Data	Highest degree & Tot. Sem. Hours	Hr. in Ed.	Kind of Certifi- cate	Subjects now Teaching	Sem. Hrs. each Sub.	Sem. Hrs. in Field	No. Dai- ly Rec.	No. Tau- ght Daily	Extra Act.
Teacher No. 1			Life						
Annual Salary			5 Yr. 1 yr.						
Total Yrs. Exp:	This School:								
Teacher No. 2			Life						
Annual Salary			5 Yr. 1 yr.						
Total Yrs. Exp:	This School:								
Teacher No. 3			Life						
Annual Salary			5 Yr. 1 yr.						
Total Yrs. Exp:	This School:								



FORM B—REPORT OF HIGH SCHOOL SUPERVISOR

DATA ON ALL ELEMENTARY AND HIGH SCHOOL ADMINISTRATORS, SUPERVISORS, TEACHERS, AND LIBRARIANS

Name of High School _____ Address _____
(Street) (City)

Note: Please group administrators, supervisors, elementary teachers, high school teachers, etc.)

1 Teacher Data	2* Highest degree and total No. of semester hours earned in all institutions	3* Total No. of semester hours in Education earned in all institutions	4 Kind of certificate and year it expires	5 Subjects now teaching <small>(Elementary teachers state grades taught. Administrators state position held. Do not list subject field only, but name courses taught, as Eng. I, etc.)</small>	6* No. of sem. hrs. of college work in each of these subjects	7*† No. of sem. hrs. of college work in this field	8 Teaching load in each course		9 Extracurricular program	
							a. No. of daily recitations	b. No. of pupils taught daily	Activities sponsored	Periods per week
Teacher: John Doe	AM 171	47	Life	High School Prin.					Hi-Y	1
Age: Missouri U. 1931-38†				Algebra II	6	15	1	17		
Annual Salary \$1800				Physics	15	60	2	58		
Experience:‡ This school 4; total 10										
Teacher:										
Age:‡										
Annual Salary \$										
Experience:‡ This school ; total										
Teacher:										
Age:‡										
Annual Salary \$										
Experience:‡ This school ; total										
Teacher:										
Age:‡										
Annual Salary \$										
Experience:‡ This school ; total										
Teacher:										
Age:‡										
Annual Salary \$										
Experience:‡ This school ; total										
Teacher:										
Age:‡										
Annual Salary \$										
Experience:‡ This school ; total										
Teacher:										
Age:‡										
Annual Salary \$										
Experience:‡ This school ; total										

*One term hour equals two-thirds of a semester hour (omit columns 6 and 7 for elementary teachers)
 †For example: Social studies, English, mathematics, science, foreign language
 ‡Name of institution conferring highest degree, or if no degree, institution at which greatest number of hours has been earned
 ††Include the current year

1 Teacher Data	2* Highest degree and total No. of semester hours earned in all institutions	3* Total No. of semester hours in Education earned in all institutions	4 Kind of certificate and year it expires	5 Subjects now teaching (Elementary teachers state grades taught. Administrators state position held. Do not list subject field only, but name courses taught, as Eng. I, etc.)	6* No. of sem. hrs. of college work in each of these subjects	7*† No. of sem. hrs. of college work in this field	8 Teaching load in each course		Activities sponsored
							a. No. of daily recitations	b. No. of pupils taught daily	
Teacher:									
College:‡									
Annual Salary \$									
Years Experience:‡‡ This school ; total									
Teacher:									
College:‡									
Annual Salary \$									
Years Experience:‡‡ This school ; total									
Teacher:									
College:‡									
Annual Salary \$									
Years Experience:‡‡ This school ; total									
Teacher:									
College:‡									
Annual Salary \$									
Years Experience:‡‡ This school ; total									
Teacher:									
College:‡									
Annual Salary \$									
Years Experience:‡‡ This school ; total									
Teacher:									
College:‡									
Annual Salary \$									
Years Experience:‡‡ This school ; total									
Teacher:									
College:‡									
Annual Salary \$									
Years Experience:‡‡ This school ; total									
Teacher:									
College:‡									
Annual Salary \$									
Years Experience:‡‡ This school ; total									
Teacher:									
College:‡									
Annual Salary \$									
Years Experience:‡‡ This school ; total									

TYPIST: Maxine Thomas