

STATUS AND TRENDS OF THE COURSE IN GENERAL BUSINESS
IN THE SCHOOLS OF MISSOURI

By

LOUIS M. BRUTON

Bachelor of Science

Southwest Missouri State Teachers College

Springfield, Missouri

1942

Submitted to the Faculty of the Graduate School of
the Oklahoma Agricultural and Mechanical College
in Partial Fulfillment of the Requirements
for the Degree of
MASTER OF SCIENCE

1950

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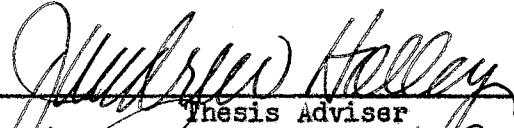
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THESIS AND ABSTRACT APPROVED:



Thesis Adviser



Faculty Representative



Dean of the Graduate School

266734

ACKNOWLEDGMENT

The writer expresses his sincere appreciation:

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

To Mr. Oscar G. Schupp, Director of Research and Statistics, Missouri State Department of Education, and his staff, whose cooperation made possible the collection of the data for this study.

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CHAPTER I

PURPOSE, SCOPE, AND METHODS OF THIS STUDY

Introduction

The course, "General Business Practice," was first mentioned in 1927 among the offerings of accredited high schools in Missouri.¹ It has only been within the last decade that the course has been generally recommended to all high schools. The Course of Study in Business Education, published by the Department of Education of the State of Missouri in 1941, outlines such a course under the title of "General Business."

Definite recommendations are made in the Course of Study with regard to extent of offering, title of the course and grade placement, as well as to aims and objectives, methods, and content.

Investigation of recent research revealed that no studies have been made in Missouri concerning the status of the course in basic business education or the actual practice of Missouri schools in relation to these recommendations.

Information concerning the status of the course in basic business education is needed to present facts about the course as offered in Missouri schools and to analyze trends. The information should also be helpful to business teachers, school administrators and teacher-training institutions, and officials in the State Department of Education in the revision of business education curricula.

This study is intended to present facts showing the status of the course "General Business." When the information concerning the status of the course in basic business education in Missouri is known, the course may

¹ Organization and Administration of Junior and Senior High Schools, Missouri Department of Education, 1927, p. 41.

be improved and teachers may be better trained to teach the course in basic business education.

Purpose

The purpose of this study is to determine from official records of the State Department of Education, the present status of the course in general business in Missouri secondary schools, and to present facts for selected years during the past twelve years to reveal current practices and trends. Specifically, the study seeks to answer the following questions:

1. How extensively is general business offered?
 - a. Number of senior high schools offering general business, according to size of school?
 - b. Number of senior high schools offering general business, according to class of accrediting?
 - c. Number of senior high schools offering general business, according to type of organization?
 - d. Total number of senior high schools offering general business during the two year period 1946-1947 and 1947-1948, and distribution of schools offering general business by counties?
2. Is the course one year or one semester in length?
3. What is the grade placement of the course general business in the senior high schools according to
 - a. Size of schools?
 - b. Class of accrediting?
 - c. Type of organization?
4. What other commerce courses are taught in schools offering general business according to:
 - a. Total enrollment?
 - b. Per cent of total?
5. Under what title is the course in general business offered in senior high schools according to:
 - a. Size of school?

- b. Class of accrediting?
 - c. Type of organization?
6. What is the subject-matter field preparation of the general business teacher in senior high schools according to:
- a. Size of school?
 - b. Class of accrediting?
 - c. Type of organization?
7. What is the total enrollment of other business courses offered in schools offering general business?

Scope

All senior high schools accredited by the State Department of Education for the school years 1936-1937, 1940-1941, 1945-1946, 1946-1947, and 1947-1948 were included in this study. These schools included colored schools.

The total number of senior high schools was 964 in 1936-1937, 930 in 1940-1941, 787 in 1945-1946, 765 in 1946-1947, and 748 in 1947-1948.

Parochial schools and schools located in the cities of St. Louis and Kansas City were not included in this report.

Junior high schools were not included in this report. According to Mr. Oscar G. Schupp, Director of Research and Statistical Information, State Department of Education, Jefferson City, Missouri, "The statutes of Missouri state that elementary schools are grades one (1) to eight (8) inclusive and a high school is grades nine (9) to twelve (12) inclusive; therefore, the data we collect are on the basis of grades one (1) to eight (8), inclusive for elementary and grades nine (9) to twelve (12), inclusive for high school."

The school years 1936-1937, 1940-1941, 1945-1946, 1946-1947, and 1947-1948 were selected to be studied for two reasons. First, the past twelve years were selected upon the assumption that the major growth and development of the course in general business has been within that period. Second,

the school years 1936-1937, 1940-1941, 1945-1946, 1946-1947, and 1947-1948 were selected so that the findings of this study could be compared with studies already completed in the states of Oklahoma, Kansas, and Arkansas. It should now be possible to show the status and trends of the first course in basic business education throughout a four-state area.

This study is based on the reports and records of the State Department of Education. No effort was made to contact individual schools. It was assumed that information available from the State Department of Education would be adequate for the purpose of this study.

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

Sources of Data

The data upon which this study is based were obtained from official records, reports, and publications of the State Department of Education of the State of Missouri. The primary sources of data were "Form A - High School Report of Supervisor" and "Form B - Report of High School Supervisor---Data on All Elementary and High School Administrators, Supervisors, Teachers, and Librarians." These forms must be submitted annually by each high school.

"The accreditation and classification of public schools in high school districts will be made upon the basis of the annual report made by the school to the high school supervisor and upon the recommendations of the high school supervisor made as the result of his annual visit to the district."²

These forms which are used as one of the bases for accrediting the school, are to be filled out by the high school superintendent or principal. One copy is submitted as a preliminary report to the Public School Supervisor on or before September 15 of the current school year. Two copies are retained;

² Administrators Handbook for High School Districts, Missouri Department of Education, 1940, p. 28.

one for the school files, and one is submitted at the time of the annual visit of the Public School Supervisor for the permanent files of the Division of Public Schools.

Primarily from information contained on "Form A - High School Report of Supervisor" and "Form B - Report of High School Supervisor--Data on All Elementary and High School Administrators, Supervisors, Teachers, and Librarians," an annual Report of Missouri Public Schools is prepared and published. The annual Report of Missouri Public Schools is published by the State Commissioner of Education and includes information and instructions concerning types of organization, general program of studies, and classification and accrediting of schools.

Methods and Procedure

The normative-survey method of research was selected as most practicable for this study. A check list of questions concerning the various aspects of the course in general business was prepared, using as a guide the data sheet used by Glenn D. Overman.³ In order to facilitate gathering of the data the items on the check list were arranged in the same sequence as the information appeared on "Form A - High School Report of Supervisor" and "Form B - Report of High School Supervisor--Data on All Elementary and High School Administrators, Supervisors, Teachers, and Librarians." A check list was mimeographed and included the following items:

- Name of School
- Location of School
- County
- Type of Organization
- Pupil enrollment in school
- Length of general business course
- Grade level on which general business is offered

³ Glenn D. Overman, Status and Trends of the Course in General Business in the Schools of Oklahoma, Unpublished Master's Thesis, Oklahoma Agricultural and Mechanical College, 1946.

Pupil enrollment in general business
 Department in which the course in general business is offered
 Exact title of the course in general business
 Class of school accrediting
 Number of units for which school is accredited
 Subject-matter preparation of the general business teacher
 Amount of college credit earned by the teacher of the course in general business
 Other business subjects taught in schools offering the course in general business and pupil enrollment in other business subjects.

A copy of the data sheet is included in the Appendix, as Appendix A.

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

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

The information was then summarized and entered into tables and charts, after which the findings were analyzed and reported.

Definitions

The following definitions are given for the terms that are used in this study:

1. General business is the first course in business education, designed to enable students to acquire knowledge for personal use and to prepare students to enter and succeed in the business functions of living, whether it be professional, agricultural, or home-making in nature. The course is listed as "General Business" in the Secondary School Series, Practical Arts--Business, Bulletin 7C, State Department of Education, 1941, and used throughout this study since it appears on the primary sources of data, "Form A - High School Report of Supervisor" and "Form B - Report of High School

Supervisor---Data on All Elementary and High School Administrators, Supervisors, Teachers, and Librarians." However, other names for the same type course are "Junior Business Training", "Introduction to Business", "Junior Business", "Business Science", "General Business Training", "Business Principles", and "General Business Practice".

2. A course is the "organized subject matter which is offered within a given period of time and for which credit toward graduation or certification is usually given."⁴

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

4. An accredited high school is defined as any high school listed in the annual Report of Missouri Public Schools, published annually by the Missouri Department of Education.

5. A school is "an organized group of pupils pursuing defined studies at defined levels and receiving instruction from one or more teachers-- usually housed in one building or group of buildings."⁵

6. A school, as defined above, differs from a school system, which is defined as "All the schools operated by a given board of education or central administrative authority."⁶

7. A grade is a "major division of the instructional program, representing the work of one school year."⁷

⁴ Carter V. Good, Dictionary of Education, p. 106.

⁵ Ibid., p. 358.

⁶ Ibid., p. 360.

⁷ Ibid., p. 187.

8. A grade level is a "measure of educational maturity stated in terms of the school grade attained by the individual pupil or a group of pupils at any time."⁸

9. A state course of study is a combination of "suggested courses of study for the various subjects taught in the public elementary and secondary schools of the state, prepared and distributed by the State Department of Education."⁹

⁸ Ibid., p. 188.

⁹ Ibid., p. 107.

CHAPTER II

GROWTH AND DEVELOPMENT OF GENERAL BUSINESS

Early Development of General Business

The historical background of this subject is interesting. One of the earliest advocates of a course in general business was Professor Frederick G. Nickols of Harvard University. He advocated a short, intensive course in general business, prevocational and vocational in nature. This original course met a great need because many junior high school students were dropping out of school and obtaining employment in stores and offices.¹

Business training or general business began to appear in the curriculums of the schools of this country about the time of the origin of the junior high schools, which was from 1908 to 1915.²

In the following statement, Salsgiver points out that the offering of technical skill subjects on the junior high school level was unsatisfactory.

In the first stage of the development of the junior high school, bookkeeping, shorthand, typewriting, and other skill subjects were transplanted from the senior to the junior high school curriculum in order to provide vocational business training and exploratory experiences in business for students of this age level. Student mortality at the end of the ninth grade was high. Because large numbers of youth left school and obtained employment upon completion of junior high school, educators considered the technical skill subjects, together with arithmetic and penmanship, appropriate junior high school curriculum offerings. It was soon learned, however, that this type of business education did not function effectively either for vocational training or for vocational guidance purposes.³

¹ S. J. Turille, "Increasing the Teacher's Effectiveness in Basic Business Courses," The Balance Sheet, XXIX (December, 1947), 163.

² Seth B. Carkin, "What is Elementary Business Training?," Foundations of Business Education, First Yearbook, Eastern Commercial Teachers Association, 1928, pp. 235-238.

³ Paul L. Salsgiver, "Why Teach General Business," The Balance Sheet, XXVIII (February, 1947), 250.

When general business was originally introduced into the curriculum of the secondary schools, its aim was to train pupils for junior business occupations. Boys and girls were to be prepared for positions as helpers in business. The mortality rate of students ending their education after completion of the ninth grade was alarming. However, with the advent of child labor laws and with higher employment age standards the employment of junior workers of the junior high school age level was greatly reduced. The depression beginning in 1932 greatly reduced the demand for junior workers.

In 1928, 86,629 students, or 2.99 per cent of the 2,896,630 students in schools reporting enrollment in school studies were enrolled in Elementary Business Training. By 1934, 275,338 students, or 6.12 per cent of a total of 4,496,514 students were enrolled in Elementary Business Training.⁴

Salsgiver referred to the shift in school attendance in the following statement:

In the decade following 1930 it became increasingly evident that the student mortality problem at the end of the ninth grade had ceased to be of major significance. In the first place, most of the youth were remaining in school long enough either to reach the upper grades of the senior high school or to graduate from high school. Secondary school enrollments increased from approximately 2,000,000 students in 1920 to more than 7,000,000 students by 1939. Secondly, there was a definite upgrading in the employment age for youth entering industry resulting from the economic depression following 1930.⁵

Objectives of General Business

General business has changed from a course with both vocational and prevocational aims, designed to train pupils for junior positions in business to a socio-business course aimed to acquaint pupils with business information

⁴ Statistical Summary of Education, 1937-1938; Bulletin No. 2, 1940, Chapter 1, pp. 24-25. Federal Security Agency, United States Office of Education. Washington: United States Government Printing Office.

⁵ Salsgiver, op. cit., p. 251.

and techniques that everybody should know. The following statement of objectives by the Missouri State Department of Education illustrates the purposes of the new course in general business.

The general objectives of the course called general business coincide largely with those of secondary business education. Since however, general business is expected to present values for everybody in the high school, the objectives which are stressed by this subject are:

- (1) to prepare pupils to use intelligently business services and facilities needed in conducting the business activities of a citizen;
- (2) to assist pupils to acquire certain knowledge for personal use;
- (3) to contribute toward an understanding and appreciation of the working of our economic system;
- (4) to prepare pupils to enter and succeed in a business occupation as a beginner who expects to follow business as a career; and
- (5) to prepare pupils to enter and succeed in the management of business, whether commercial, industrial, professional, governmental, agricultural, or home-making in nature.⁶

A controversy seems to exist among present authorities on the question of whether greater emphasis should be placed on skills, or upon information that can be used by all citizens. Price states:

There seems to be evidence of a tendency, even today, to hold to the early objective by emphasizing specific facts and skills useful on some types of jobs but of doubtful value for the majority of the members of the class.⁷

The following statement of Walters places emphasis upon the desirability of information that can be used by all citizens.

The business information and the elementary skills taught in general business will be used by every farmer, every mechanic, every

⁶ Secondary School Series, Practical Arts--Business, Bulletin 7C, Missouri State Department of Education, 1941, p. 15.

⁷ Ray G. Price, "Junior Business--It's Past and Future," UREA Forum, III (February, 1949), 14.

retailer, every professional man, and every housewife in the community. In fact, it is almost safe to say that no other high school subject, except English, will be used more often, by a large proportion of the high school graduates, than general business, and the subject should, by all means, be taught. A full year may be devoted to it.⁸

Content of General Business

The past twenty-five years have seen many needed changes in the content of the course in general business. The course in general business is no longer considered primarily as a vocational course, designed to enable students who drop out of school to obtain employment. General business is now considered to be a course in which the learners will be taught to understand, appreciate, and use intelligently the basic business functions necessary to meet present-day needs regardless of the particular occupation followed.

Most business educators today favor an elementary program of general business information that will contribute to the economic efficiency of the individual in his day-to-day activities.⁹

The State of Missouri does not have a state-adopted textbook list; therefore, there is no state-adopted textbook in general business. The Missouri State Department of Public Instruction has published a topical outline of general business in the Secondary School Series, Practical Arts--Business. A brief outline of the principal topics included is given below to suggest the type of course as considered in this study.¹⁰

GROUP I - USING BUSINESS SERVICES

1. The Post Office
2. Express

⁸ R. G. Walters, The Business Curriculum, Monograph 55, South-Western Publishing Company, 1942, pp. 32-33.

⁹ Price, op. cit., p. 14.

¹⁰ Secondary School Series, Practical Arts--Business, op. cit., p. 18.

3. Freight and Trucks
4. Travel
5. The Telephone
6. The Telegraph
7. Hotels
8. Country Produce
9. Wholesaling and Retailing
10. Banks
11. Insurance

GROUP II - THRIFT

12. Saving
13. Savings Institutions

GROUP III - ELEMENTARY ECONOMICS

14. Money
15. Organized Markets
16. Proprietorship

GROUP IV - BUSINESS POSITIONS

17. Qualifications Needed for Success in Business
18. Compensation
19. Age Limits
20. Experience and Education Needed for Promotion
21. Miscellaneous Considerations

GROUP V - BUYING

22. Buying the Use of Money
23. Consumer Protection
24. Buying Materials
25. Homes

Grade Level

As early as 1928, business educators recommended that the course in general business be offered in the eighth and ninth grades. This view was expressed by Carkin, who said: "It is conceived that elementary business training be a course covering two years, preferably the eighth and ninth years of the junior high school."¹¹ In actual practice, Haynes pointed out that "the place of the subject (general business) in the curriculum

¹¹ Carkin, *op. cit.*, p. 235.

varies considerably from the seventh grade to the eleventh and twelfth grade."¹²

The Missouri State Department of Education makes the following recommendation:

Since the course in general business is to some extent introductory to vocational courses and since it may be made to serve as a guidance course, its proper placement is early in the pupil's career. In many high schools, there will be a freshman course in citizenship which very properly precedes the course in general business. This will lead to the placement of the course definitely in the tenth grade. Students who are not looking forward to a vocational career in business may profitably be admitted to the course in the eleventh or twelfth year.¹³

Overman found that in 1946 in Oklahoma the course was offered on all grade levels and combinations of grade levels from grades 7 to 12, inclusive.¹⁴

Madaus found that the same pattern existed in the schools of Kansas in 1948.¹⁵

Length of Course

The course in general business was designed for all students and most of the textbooks were prepared for a one-year course. Abridged editions, however, are available for schools preferring a one-semester course. The Missouri State Department of Education states:

The amount of valuable material that may be placed in a course is so voluminous that it can easily extend over one and one-half years (1½ units). It is believed, however, that some sacrifice must be made because of the many demands upon the student's time while in high school. In the outline which follows, the time suggestions cover 54 weeks, but it is anticipated that the teacher

¹² Benjamin R. Haynes, "The Teaching of Everyday Business," The Business Curriculum, Sixth Yearbook, National Commercial Teachers Federation, 1940, p. 429.

¹³ Secondary School Series, Practical Arts--Business, op. cit., p. 15.

¹⁴ Overman, op. cit., p. 86.

¹⁵ Herbert S. Madaus, Status and Trends of the Course in Junior Business Training in the Schools of Kansas, p. 50. Unpublished Master's Thesis of Oklahoma Agricultural and Mechanical College, 1949.

will omit such phases as seems best in the community served so that the course will be one of 36 weeks only.¹⁶

Course Titles

The title "General Business" is used in this study since it appears on the primary source of data, "Form A - High School Report of Supervisor" and is also listed as "General Business" in the Secondary School Series, Practical Arts - Business, Bulletin 7C, State Department of Education, 1941.

As was indicated earlier in this study, several other titles are used for this course. The most suitable title for such a course is still debatable. The title "General Business," however, is preferred by Walters.

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

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

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

Teacher Preparation

No specific college credit requirements are necessary in the State of Missouri to teach the course "General Business." Also, there is no agree-

¹⁶ Secondary School Series, Practical Arts--Business, op. cit., p. 16.

¹⁷ Walters, op. cit., p. 12.

ment as to the subject-matter field preparation required for the teacher of "General Business."

Heimerl found, in a study of the schools of Minnesota, that preparation for the teaching of "General Business" did not have to meet specific requirements.

In regard to teachers' preparation, 17 per cent report not having had a single basic business course in college--not even general principles of economics. One course at college is reported by 9 per cent of the teachers; 15 per cent report 2 courses; only 2.5 per cent have had 10 courses or more in preparation for teaching this course.¹⁸

Haynes suggests that the business teacher be the teacher of the course "General Business."

Because the content of the course is concerned with business principles and practices, it may be assumed that those teachers, who by training and experience, are most conversant with these business principles and practices should be charged with the responsibility of providing the instruction.¹⁹

¹⁸ Ramon P. Heimerl, "What is Happening to the Ninth Grade Business Course?," UEEA Forum, IV (March, 1950), 21.

¹⁹ Haynes, op. cit., p. 427.

CHAPTER III

FINDINGS

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

In Chapter II the early history, growth and development of the course in general business were reviewed.

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

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

1. How extensively was general business offered?
2. Was the course in general business offered for one year or one semester?
3. What was the grade placement of the course in general business?
4. What other business subjects were taught in schools offering general business?
5. Under what title was the course in general business offered?
6. What was the subject-matter field preparation of the general business teacher?
7. What was the total enrollment of other business courses offered in schools offering general business?

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

Extent of Offering According to Number of Schools

There has been a decided increase in the number of schools offering general business in the past twelve years in Missouri. Table I shows that

the number of schools offering general business increased from 108 schools in 1936-1937 to 296 schools in 1947-1948. In 1936-1937, 108 schools, or 11.2 per cent of the total schools offered general business. By 1947-1948, the proportion had increased to 39.5 per cent of the total schools. The number of schools offering general business increased from 108 in 1936-1937 to 258 in 1940-1941. The increase was more gradual after the year 1940-1941. The number of schools offering general business increased from 258 in 1940-1941 to 296 in 1947-1948.

The total number of accredited high schools in the State of Missouri decreased by 216 schools from 1936-1937 to 1947-1948. While the total number of schools decreased, the number of schools offering general business more than doubled.

It should be noted that the total number of schools, as shown in Table I, includes public schools both colored and white. The data do not include parochial schools or the public high schools of the cities of St. Louis and Kansas City, Missouri.

Offerings of General Business in Missouri Compared With Offerings of General Business in Oklahoma and Junior Business Training in Kansas

In comparing the offerings in general business in Missouri with those in Oklahoma and Kansas, it should be noted that the title "General Business" is used in Missouri and Oklahoma, while the title "Junior Business Training" is used in Kansas.

Table II shows that in 1936-1937, 11.2 per cent of the total schools in Missouri offered general business, 1.4 per cent of the total schools in Oklahoma offered general business, and 5.5 per cent of the total schools in Kansas offered junior business training. By 1940-1941, the percentage of offerings in Missouri schools had increased to 27.6 per cent; the percentage of offerings in Oklahoma schools had increased to 6.1 per cent of the total

TABLE I

NUMBER AND PER CENT OF SENIOR HIGH SCHOOLS OFFERING
GENERAL BUSINESS IN MISSOURI

<u>School Year</u>	<u>Total Schools in Missouri ^a</u>	<u>Schools Offering General Business</u>	
		<u>Number</u>	<u>Per Cent</u>
1936-1937	964	108	11.2
1940-1941	930	258	27.6
1945-1946	787	293	37.2
1946-1947	765	291	38.0
1947-1948	748	296	39.5

^a Obtained from the annual Report of Missouri Public Schools for the years indicated.

This table should be read as follows: During the school year 1936-1937, there were 964 approved and accredited senior high schools in Missouri. One hundred and eight, or 11.2 per cent, offered general business.

TABLE II

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

School Year	MISSOURI			OKLAHOMA ^a			KANSAS ^b		
	Total Schools	Schools Offering General Business Number	Per Cent	Total Schools	Schools Offering General Business Number	Per Cent	Total Schools	Schools Offering Jr. Bus. Tng. Number	Per Cent
1936-1937	964	108	11.2	990	14	1.4	783	43	5.5
1940-1941	930	258	27.6	955	59	6.1	767	117	15.3
1944-1945	XXX	XXX	XXX	961	145	15.1	XXX	XXX	XXX
1945-1946	787	293	37.2	XXX	122	XXXX	754	118	15.6
1946-1947	765	291	38.0	XXX	XXX	XXXX	740	124	16.8
1947-1948	748	296	39.5	XXX	XXX	XXXX	732	132	18.0

This table should be read as follows: During the school year 1936-1937, there were 964 schools in Missouri. Of this number 108, or 11.2 per cent, offered general business. There were 990 schools in Oklahoma, of which 14, or 1.4 per cent, offered general business. There were 783 schools in Kansas, of which 43, or 5.5 per cent, offered junior business training.

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

^b Obtained from Herbert S. Madaus, Status and Trends of the Course in Junior Business Training in the Schools of Kansas, p. 18. Unpublished Master's Thesis of Oklahoma Agricultural and Mechanical College, 1949.

schools, while the percentage in the Kansas schools had increased to 15.3 per cent by 1940-1941. The year 1944-1945 was not included in the Missouri or Kansas studies; however, by this year the percentage of Oklahoma schools offering general business had increased to 15.1 per cent. The year 1945-1946 was not included in the Oklahoma study.¹ However, by 1945-1946, the percentage of offerings in Missouri schools had increased to 37.2 per cent, while the percentage in the Kansas schools had increased to 15.6 per cent. The percentage of Missouri schools offering general business increased to 39.5 per cent by 1947-1948, while the percentage of Kansas schools offering junior business training increased to 18.0 per cent.

The figures in Table II indicate that the course in general business was offered in a greater proportion of the total schools in Missouri than in Oklahoma for the years 1936-1937 and 1940-1941. Table II also indicates that a slightly greater proportion of the total schools in Missouri offered the course in general business than did the Kansas schools for the years 1945-1946 and 1947-1948.

Extent of Offering According to Students Enrolled

The total number of students enrolled in general business in Missouri schools in 1936-1937 was 2,704. It was not possible to compute the percentage of student enrollment in general business for the year 1936-1937, since the total student enrollment in Missouri high schools was not available. Table III shows that the enrollment in 1947-1948 in general business was 7,789, or over twice the enrollment of the year 1936-1937. For the year 1940-1941, Table III reveals that 2.9 per cent of the total students enrolled in the high schools of Missouri were enrolled in general business. For the years 1945-1946 and 1946-1947, 3.1 per cent of the total students enrolled in the

¹ Overman, *op. cit.*, p. 21.

TABLE III

NUMBER AND PER CENT OF STUDENTS ENROLLED IN
GENERAL BUSINESS IN SENIOR HIGH SCHOOLS IN MISSOURI

School Year	Total Students Grades 9-12, inc. ^a	Students Enrolled In General Business	
		Number	Per Cent
1936-1937	Data not available	2,704	XXX
1940-1941	248,211	7,290	2.9
1945-1946	217,908	6,958	3.1
1946-1947	221,657	8,031	3.1
1947-1948	214,840	7,789	3.6

^a Obtained from the annual Report of Missouri Public Schools for the years indicated.

This table should be read as follows: During the school year 1940-1941, there were 248,211 students enrolled in grades 9-12, inclusive, in the schools of Missouri. Of this number, 7,290, or 2.9 per cent, were enrolled in general business.

high schools of Missouri were enrolled in general business. However, Table III indicates that 3.6 per cent of the total students were enrolled in general business in 1947-1948. Table III indicates that a very small percentage of the total students in Missouri senior high schools were enrolled in the course in general business.

The maximum student enrollment for any one year studied was reached in 1946-1947. In that year there were 8,031 students enrolled in general business. The number decreased to 7,789 students enrolled in general business in 1947-1948.

Chart I illustrates graphically the number of students enrolled in general business in the senior high schools of Missouri for the period included in this study. Chart I shows that the enrollment increased greatly between the years 1936-1937 and 1940-1941. Chart I further reveals a slight decrease in the enrollment between the years 1940-1941 and 1945-1946.

Extent of Offering in Senior High Schools

Chart II reveals a graphic picture of the number of senior high schools offering general business during the years studied in this report. The number of senior high schools offering general business increased each year with the exception of the year 1946-1947, when a slight decrease occurred. The greatest increase of schools offering general business in the twelve-year period occurred between the years 1936-1937 and 1940-1941.

Extent of Offering According to Size of School

The size of the school is a determining factor with regard to the number of subjects offered. In order to determine the size of the schools that offered general business, Table IV was prepared. Table IV shows a distribution of schools by enrollment intervals of 100, up to and including 500 students, with all schools reporting enrollments of more than 500 being arbitrarily placed in one group. It is evident that more schools in the

CHART I

THE NUMBER OF STUDENTS ENROLLED IN GENERAL BUSINESS
IN SENIOR HIGH SCHOOLS OF MISSOURI

No. of
Students

8,500
8,000
7,500
7,000
6,500
6,000
5,500
5,000
4,500
4,000
3,500
3,000
2,500
2,000

1936-
1937

1940-
1941

1945-
1946

1946-
1947

1947-
1948

Total

2,704

7,290

6,958

8,031

7,789

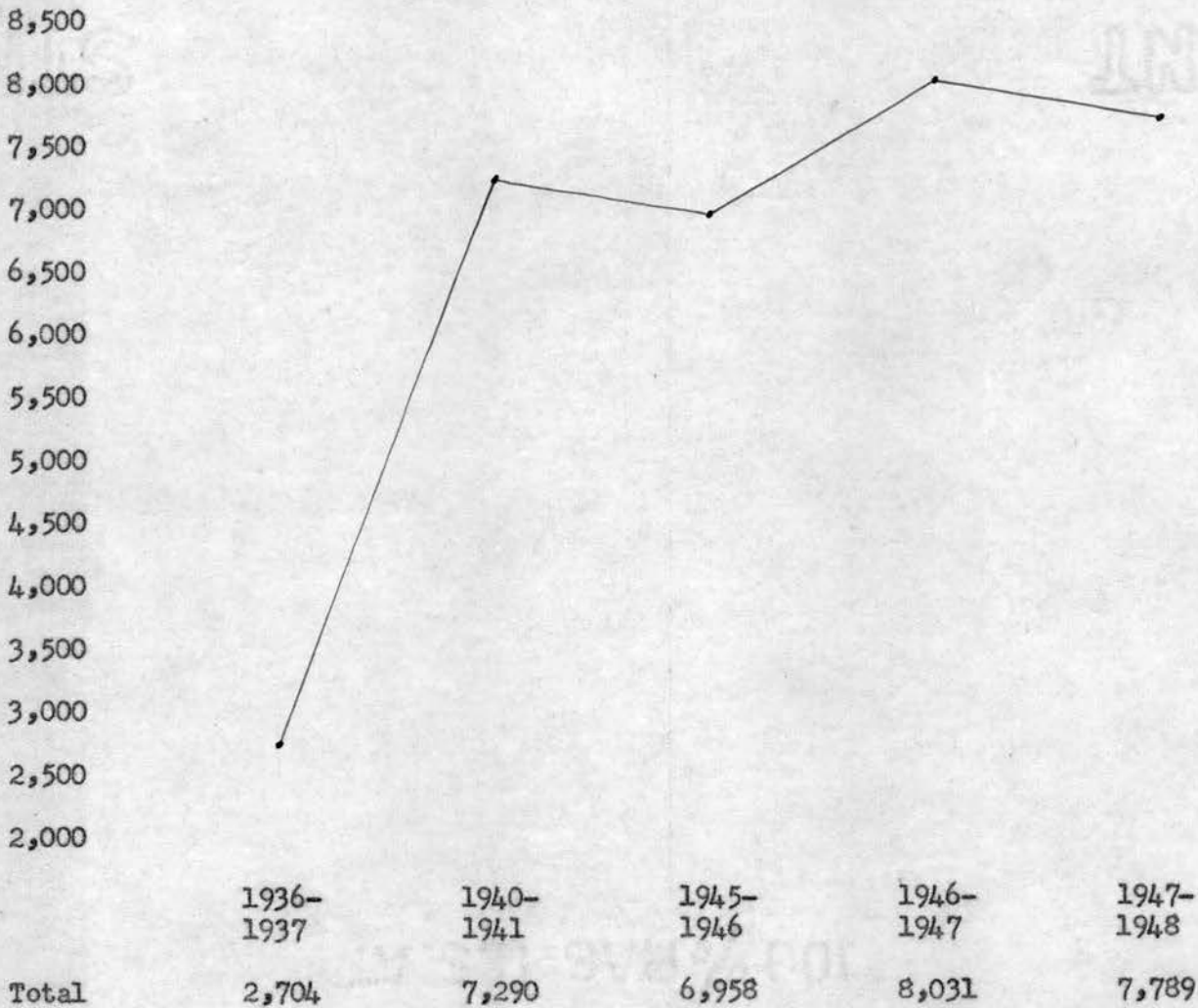


CHART II

THE NUMBER OF SENIOR HIGH SCHOOLS OF MISSOURI
OFFERING GENERAL BUSINESS

No. of
Schools

300
290
280
270
260
250
240
230
220
210
200
190
180
170
160
150
140
130
120
110
100

1936-
1937

1940-
1941

1945-
1946

1946-
1947

1947-
1948

Total

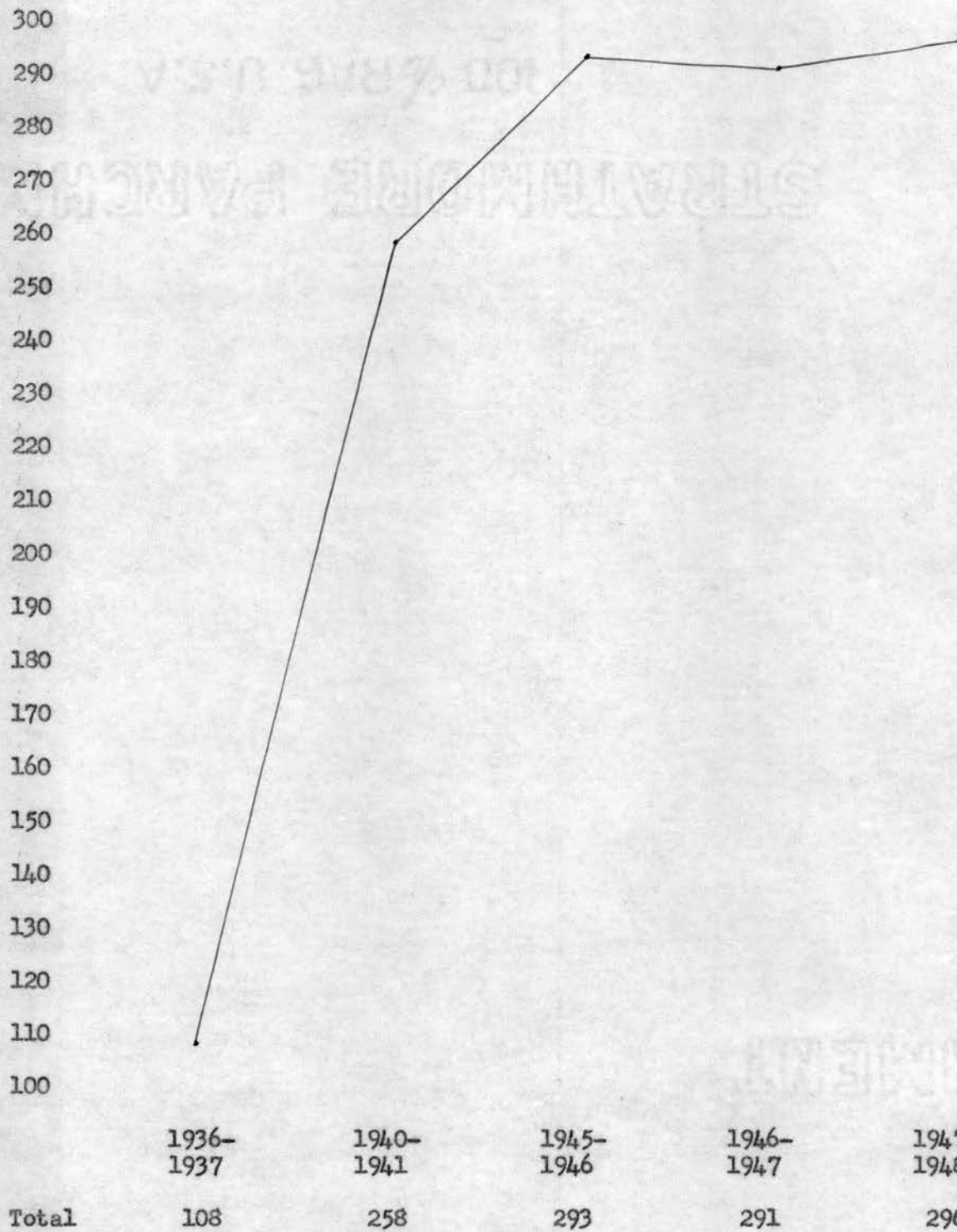
108

258

293

291

296



enrollment group of 100 or less offered the course in general business than in any other single group. The total number and per cent of schools which offered general business during any year studied in the enrollment group of 100 or less increased from 43, or 39.8 per cent, in 1936-1937 to 137, or 46.3 per cent, in 1947-1948. The highest percentage of any year studied was in 1945-1946, when 147, or 50.2 per cent of the schools offered general business.

In 1936-1937, 5, or 4.6 per cent of the total number of senior high schools offering the course in general business had enrollments over 500; by 1947-1948, the total number of senior high schools in this group offering general business had increased to 18, or 6.1 per cent. However, the highest percentage of the total number of schools with enrollments over 500 which offered the course was reached in the year 1940-1941, when 22 schools, or 8.5 per cent, offered the course. Table IV further reveals that, while general business was offered in schools of each enrollment interval, there is a definite trend toward offering the course in the smaller senior high schools.

Table V shows the number of students enrolled in general business in senior high schools of each size group based on total school enrollment. The largest enrollments during the twelve-year period were found in the group of schools enrolling between 101-200 students, with the exception of the year 1945-1946 when the largest enrollment was in the group enrolling between 0-100 students. During the year 1936-1937, 837, or 30.9 per cent of the total of 2,704 students enrolled in general business were found in the schools having school enrollments between 101 and 200. In 1947-1948, 2,384, or 30.6 per cent, of the total of 7,789 students enrolled in general business were in the same enrollment group. The greatest number of students enrolled in any one year was 8,031 in 1946-1947. Of this number, 2,744, or 34.2 per

TABLE IV

DISTRIBUTION OF SENIOR HIGH SCHOOLS IN MISSOURI OFFERING
GENERAL BUSINESS ACCORDING TO SIZE OF SCHOOL
BASED ON TOTAL SCHOOL ENROLLMENT

Total School Enrollment	Senior High Schools Offering General Business									
	1936-1937		1940-1941		1945-1946		1946-1947		1947-1948	
	No.	Pct.	No.	Pct.	No.	Pct.	No.	Pct.	No.	Pct.
0-100	43	39.8	113	43.8	147	50.2	120	41.2	137	46.3
101-200	33	30.6	78	30.2	82	28.0	99	34.0	92	31.1
201-300	20	18.5	29	11.3	28	9.6	31	10.6	26	8.8
301-400	4	3.7	13	5.0	10	3.4	15	5.2	12	4.0
401-500	3	2.8	3	1.2	6	2.0	6	2.1	11	3.7
Over 500	5	4.6	22	8.5	20	6.8	20	6.9	18	6.1
Total	108	100.0	258	100.0	293	100.0	291	100.0	296	100.0

This table should be read as follows: During the school year 1936-1937, 43, or 39.8 per cent, of the senior high schools offering general business had total student enrollments between 0 and 100.

TABLE V

DISTRIBUTION OF STUDENT ENROLLMENT IN GENERAL BUSINESS IN
SENIOR HIGH SCHOOLS OF MISSOURI ACCORDING TO SIZE OF SCHOOL

Total School Enrollment	1936-1937		1940-1941		1945-1946		1946-1947		1947-1948	
	No.	Pct.	No.	Pct.	No.	Pct.	No.	Pct.	No.	Pct.
0-100	737	27.3	1975	27.0	2382	34.2	2094	26.1	2263	29.1
101-200	837	30.9	2064	28.3	1992	28.6	2744	34.2	2384	30.6
201-300	577	21.3	1220	16.9	928	13.3	1082	13.5	907	11.6
301-400	183	6.8	558	7.6	275	4.0	481	6.0	416	5.3
401-500	156	5.8	114	1.6	260	3.8	284	3.5	566	7.3
Over 500	214	7.9	1359	18.6	1121	16.1	1346	16.7	1253	16.1
Total	2704	100.0	7290	100.0	6958	100.0	8031	100.0	7789	100.0

This table should be read as follows: In 1936-1937, 737, or 27.3 per cent, of the 2704 students enrolled in general business in Missouri senior high schools were in schools having total enrollments of 0-100.

cent were in schools with total enrollments of 101 to 200. Table V indicates that the largest enrollment in general business existed in schools having enrollments of between 101 and 200. The next largest enrollment existed in schools with enrollments between 0 and 100. This indicates that over one-half of the students enrolled in general business were in schools having total enrollments of 200 or less.

Extent of Offering by Class of Accrediting

The data for senior high schools were analyzed by schools, according to the four classes of accredited schools in Missouri. Standards have been set up by the Missouri State Department of Education for the classification of high schools. Each school's classification appears in the annual Report of Missouri Schools as well as in the annual Missouri School Directory. Recommendations as to accrediting and classification of each high school are made to the Commissioner of Education by the Public School Supervisor after his annual visit to the school. These recommendations are based upon the annual report submitted by the superintendent of the high school and the information obtained by the Public School Supervisor upon his visit to the school. The following paragraphs designate the requirements to be met by each class of accredited high school.

The statutes of Missouri give the State Superintendent of Public Schools authority to classify the public high schools in the state into first, second, and third classes. Section 9447 of the Missouri School Laws states:

- First Class: ". . . 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; that
- Second Class: no school shall be classed as a high school of the second class which does not maintain a three 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 two approved teachers in high school work; that no school shall be

Third Class: classed as a high school of the third class which does not maintain a two years' course of standard work in English, mathematics, science and history for a term of at least eight months in the year, and which does not employ the entire time of at least one approved teacher in high school work. All work completed in an accredited high school shall be given full credit in requirements for entrance to and classification in any educational institution supported in whole or in part by state appropriations."

Section 9448 of the Missouri School Laws provides that:

"For the purpose of classifying high schools and having their work accredited by higher educational institutions, the state superintendent of public schools shall, in person or by deputy, inspect and examine any high school making application for classification, and he shall prescribe rules and regulations governing such inspections and examinations, and keep complete record of all inspections, examinations, and recommendations made. He shall, from time to time, publish lists of classified high schools: Provided, he may drop any school in its classification if, on reinspection or re-examination, he finds that such school does not maintain the required standard of excellence."²

Unclassified schools are treated in this study as a separate group.

According to Mr. Oscar G. Schupp, Director of Research and Statistical Information, Missouri State Department of Education, "There are no legal statutes for the unclassified school in Missouri. It would take quite a bit of research to find out when this term became common in Missouri. It is interesting to note that pupils from unclassified schools cannot enter a classified school without first taking an examination."

Table VI shows the number and per cent of senior high schools offering general business by classes of accrediting. The data in Table VI show that the greatest per cent of schools offering the course were First Class schools. Of the 725 First Class schools in 1936-1937, 106, or 14.6 per cent, offered general business. Of the 694 First Class schools in 1947-1948, 291, or 41.9 per cent, offered the course in general business. Table VI further reveals that the total numbers of Second Class and Third Class schools offering

² Administrators Handbook for High School Districts, Missouri Department of Education, 1940, pp. 26-27.

TABLE VI

NUMBER AND PER CENT OF MISSOURI SENIOR HIGH SCHOOLS OFFERING GENERAL BUSINESS,
BY CLASSES OF ACCREDITING

School Year	Total Schools Offering Gen. Bus.	Class of School											
		First Class			Second Class			Third Class			Unclassified		
		Total ^a	No.	Pct.	Total ^a	No.	Pct.	Total ^a	No.	Pct.	Total ^a	No.	Pct.
1936-1937	108	725	106	14.6	45	0	0	146	0	0	48	2	4.1
1940-1941	258	764	252	32.9	24	0	0	112	1	.8	30	5	16.6
1945-1946	293	710	284	40.0	16	3	18.7	37	2	5.4	24	4	16.6
1946-1947	291	702	286	40.7	9	0	0	34	2	5.8	20	3	15.0
1947-1948	296	694	291	41.9	5	2	40.0	30	1	3.3	19	2	10.5

^a Obtained from the annual Report of Missouri Public Schools, 1948, p. 172.

This table should be read as follows: There were 108 senior high schools offering general business in 1936-1937. One hundred and six (106) were First Class schools and represented 14.6 per cent of the total of 725 Missouri schools which were classified as First Class schools during that year.

general business during any year were considerably less than the total number of First Class schools offering the course.

The number of Unclassified schools offering the course general business during any one year was greater than the numbers of Second or Third Class schools offering the course in general business, with the exception of the year 1947-1948. During the year 1947-1948, 2 Second Class schools offered general business and 2 Unclassified schools offered the course.

Table VII shows the number of students enrolled in general business distributed by class of accredited schools. During the school year 1936-1937, 2,693, or 99.6 per cent of the total of 2,704 students enrolled in general business were found in the First Class schools. The total number of students enrolled in general business in 1936-1937 was 2,704; the number increased to 7,789 during the school year of 1947-1948. Of the 7,789 students enrolled in general business in 1947-1948, 7,737, or 99.4 per cent, were found in First Class schools. Over 98 per cent of the total students enrolled in general business during each year studied were found in First Class schools. During each year studied, less than 2 per cent of the total number of students enrolled in general business were found in the remaining three classes of accredited schools.

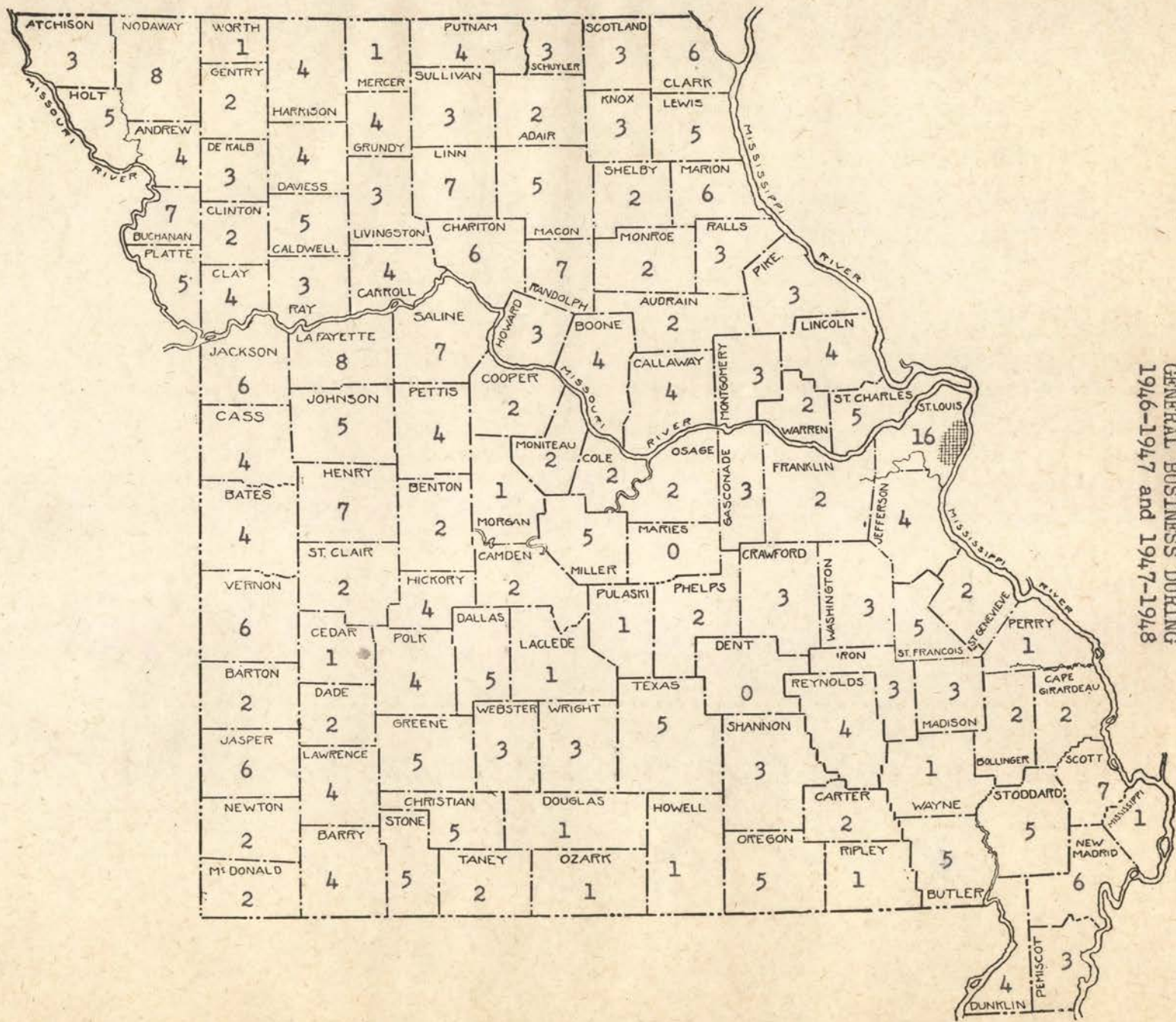
Chart III was prepared in order to present the geographic distribution of the senior high schools that offered the course in general business during the two-year period, 1946-1947 and 1947-1948. A wide distribution of senior high schools offering the course general business is indicated. There were 407 different senior high schools offering the course during 1946-1947 and 1947-1948 and these schools were distributed among 112 of the 114 different counties in Missouri. The largest number of schools offering general business over the two-year period in any one county was in St. Louis County with 16 schools. Nodaway and LaFayette counties each had 8 different schools that

TABLE VII

NUMBER AND PER CENT OF STUDENTS ENROLLED IN GENERAL BUSINESS IN MISSOURI SENIOR HIGH SCHOOL
BY CLASSES OF ACCREDITING

School Year	Total Students in General Business	Class of School							
		First Class		Second Class		Third Class		Unclassified	
		No. of Students	Pct.	No. of Students	Pct.	No. of Students	Pct.	No. of Students	Pct.
1936-1937	2,704	2,693	99.6	0	0	0	0	11	.4
1940-1941	7,290	7,218	99.1	19	.2	3	.1	50	.6
1945-1946	6,958	6,854	98.6	42	.6	19	.2	43	.6
1946-1947	8,031	7,974	99.3	0	0	15	.2	42	.5
1947-1948	7,789	7,737	99.4	17	.2	14	.1	21	.3

This table should be read as follows: There were 2,704 students enrolled in general business in 1936-1937. Of this number, 2,693, or 99.6 per cent, were in First Class high schools during that year.



DISTRIBUTION BY COUNTIES OF SENIOR HIGH SCHOOLS OFFERING
 GENERAL BUSINESS DURING
 1946-1947 and 1947-1948
 CHART III

were offering general business over the two-year period. Linn, Saline, Scott, Buchanan, Randolph, and Henry counties each had 7 schools that were offering the course over the two-year period. Seven counties reported 6 schools offering the course in general business. Two counties, Maries and Dent, were the only counties that did not report a single senior high school offering the course in general business for the two-year period.

Length of Course

Table VIII indicates that far more senior high schools offered general business as a one-year course than as a one-semester course. During the twelve-year period included in this report, there has been a decided decrease in the schools offering general business as a one-semester course. At the same time, the total number of schools offering the course in general business increased from 108 schools in 1936-1937 to 296 schools in 1947-1948. In 1936-1937, 39 schools offered a one-semester course in general business, while 69 schools offered general business as a one-year course. In 1947-1948, only 3 schools offered a one-semester course in general business, while 293 schools offered general business as a one-year course.

Grade Placement

Table IX reveals that in 1936-1937, 51 schools, or 47.4 per cent of the senior high schools offering general business offered the course on the ninth- or the tenth-grade level. In the same year, 54 schools, or 49.6 per cent of the senior high schools offering general business offered the course on the eleventh- or twelfth-grade level, or on a combination of the two levels. It is further revealed by Table IX that in the last four years studied, 1940-1941, 1945-1946, 1946-1947, and 1947-1948, the course in general business was offered on every grade level and in every possible combination of grade levels in the senior high school.

TABLE VIII

NUMBER OF SENIOR HIGH SCHOOLS IN MISSOURI OFFERING
ONE-SEMESTER AND ONE-YEAR COURSES IN
GENERAL BUSINESS

<u>School Year</u>	<u>Total</u>	<u>Senior High Schools</u>	
		<u>One-Semester</u>	<u>One-Year</u>
1936-1937	108	39	69
1940-1941	258	14	244
1945-1946	293	6	287
1946-1947	291	4	287
1947-1948	296	3	293

This table should be read as follows: During the school year 1936-1937, a total of 108 senior high schools offered general business. Of this total, 39 offered a one-semester course and 69 offered a one-year course.

TABLE IX

NUMBER AND PER CENT OF MISSOURI SENIOR HIGH SCHOOLS OFFERING
GENERAL BUSINESS ON INDICATED GRADE LEVELS

Grade Level	1936-1937		1940-1941		1945-1946		1946-1947		1947-1948	
	No.	Pct.	No.	Pct.	No.	Pct.	No.	Pct.	No.	Pct.
9	13	11.8	16	6.2	8	2.7	9	3.1	6	2.0
10	38	35.6	77	29.8	115	39.2	134	46.0	121	40.9
9 and 10			15	5.8	15	5.1	12	4.1	17	5.8
9, 10, and 11			3	1.2	2	.7			2	.7
9, 10, 11, and 12	1	1.0	3	1.2	3	1.0	2	.7	4	1.4
10 and 11	1	1.0	17	6.6	34	11.6	30	10.3	43	14.5
10, 11, and 12			31	12.0	43	14.6	40	13.7	35	11.8
11	22	20.3	20	7.7	14	4.7	11	3.8	10	3.4
11 and 12	2	2.0	65	25.2	52	17.7	45	15.5	46	15.5
12	30	27.3	11	4.3	7	2.7	8	2.8	11	3.7
No Record	1	1.0							1	.3
Total	108	100.0	258	100.0	293	100.0	291	100.0	296	100.0

This table should be read as follows: Thirteen, or 11.8 per cent, of the 108 senior high schools offering general business in 1936-1937 offered the course on the ninth-grade level.

As was indicated previously in this study, the Course of Study in Business Education in Missouri suggests that the course be placed in the early part of the student's high school career, preferably in the tenth grade. The first year studied, 1936-1937, indicates that 38, or 35.6 per cent of the schools offered the course in general business on the tenth-grade level. By the year 1940-1941, the number of schools offering general business on the tenth-grade level was 77 schools, or 29.8 per cent. The year 1945-1946 reveals that 115, or 39.2 per cent of the schools were offering the course on the tenth-grade level. By the year 1947-1948, a trend is evident toward offering the course on the tenth-grade level. During the year 1947-1948, 121, or 40.9 per cent of the schools offered general business on the tenth-grade level.

Another trend is evident toward offering general business on the tenth-, or the eleventh-, or the twelfth-grade level, or on the various combinations of these three grade levels. In 1936-1937, 63, or 86.2 per cent of the schools offered the course in general business on the tenth-, or the eleventh-, or the twelfth-, or on the various combinations of these three grade levels. In 1940-1941, 221, or 85.6 per cent of the schools offered the course on the above mentioned grade levels or on various combinations of these grade levels. During the year 1945-1946, 265, or 90.5 per cent of the schools offered general business on the tenth-, or the eleventh-, or the twelfth-, or on the various combinations of these three grade levels. In 1947-1948, 266, or 89.8 per cent of the high schools offered the course of general business on the tenth-, or the eleventh-, or the twelfth-, or on a combination of these three grade levels. It is evident that some schools tend to ignore the recommendations of the Missouri State Department of Education and continue to offer the course of general business to any student on almost any grade level.

This practice does not meet with the approval of well-known educators in the field of business education.

Table X indicates the grade level on which general business was offered in different sizes of senior high schools in Missouri for the years studied in this report. The schools were divided into three size groups according to the number of students enrolled in the school. The schools having a total student enrollment from 0 to 100 were placed in the first group. Schools having a total student enrollment from 101 to 500 were placed in the second group and the third group consisted of those schools having a total enrollment over 500 students.

In 1936-1937, there was a total of 44 schools offering the course general business in the enrollment group of 0-100 students. Of this total, 12 of the schools offered the course on the ninth-, or tenth-, or ninth- and tenth-grade levels. Thirty of the schools offered the course on the eleventh-, or twelfth-, or eleventh- and twelfth-grade levels. In 1940-1941, the total in the enrollment group of 0-100 had increased to 113 schools. Of the total of 113 schools, 35 schools offered the course on the ninth-, or tenth-, or ninth- and tenth-grade levels. Sixty of the total of 113 schools in the enrollment group of 0-100, offered general business on the eleventh-, or twelfth-, or eleventh- and twelfth-grade levels. In 1945-1946, the total number of schools in the enrollment group of 0-100 was 147. Of this number, 55 schools offered the course on the ninth-, or tenth-, or ninth- and tenth-grade levels. Forty-nine of the total of 147 schools offered general business on the eleventh-, or twelfth-, or eleventh- and twelfth-grade levels. By 1947-1948, the total number of schools in the enrollment group of 0-100 students had slightly decreased to 137 schools. Of this total, 59 schools offered general business on the ninth-, or tenth-, or ninth- and tenth-grade levels and 43 schools offered the course on the eleventh-, or twelfth-, or eleventh- and

TABLE X

NUMBER OF SENIOR HIGH SCHOOLS IN MISSOURI OFFERING GENERAL BUSINESS
ON INDICATED GRADE LEVELS ACCORDING TO SIZE OF SCHOOL

Grade Level	1936-1937			1940-1941			1945-1946			1946-1947			1947-1948		
	0-	101-	Over	0-	101-	Over	0-	101-	Over	0-	101-	Over	0-	101-	Over
	100	500	500	100	500	500	100	500	500	100	500	500	100	500	500
9	5	7	1	5	6	5	1	2	5	1	3	5		2	4
10	7	30	1	27	43	7	45	63	7	52	74	8	49	67	5
9 and 10				3	10	2	9	5	1	6	5	1	10	6	1
9, 10, and 11				3			2							2	
9, 10, 11, and 12	1			1	2		1	1	1	1	1		3		1
10 and 11	1			4	12	1	14	18	2	8	20	2	16	22	5
10, 11, and 12				10	18	3	26	17		16	24		16	19	
11	15	7		14	5	1	9	3	2	3	7	1	5	5	
11 and 12	2			38	24	3	38	13	1	30	13	2	31	14	1
12	13	14	3	8	3		2	4	1	3	4	1	6	4	1
No Record		1											1		
Total	44	59	5	113	123	22	147	126	20	120	151	20	137	141	18

This table should be read as follows: Of the 108 senior high schools offering general business during the year 1936-1937, 5 schools having a total student enrollment of not more than 100 offered the course on the ninth-grade level.

twelfth-grade levels. A trend is noted among the schools in the 0-100 student enrollment classification toward offering the course in general business to students of the upper two grades.

In 1936-1937, there was a total of 59 schools offering general business in the enrollment group of 101-500 students. Of this total, 37 schools offered general business on the ninth- or tenth-grade level. Twenty-one of the schools offered the course on the eleventh-, or twelfth-grade level. In 1940-1941, there was a total of 123 schools in the enrollment group of 101-500 students. Fifty-nine of the 123 schools offered general business on the ninth-, or tenth-, or ninth- and tenth-grade levels. Thirty-two of the schools offered the course on the eleventh-, or twelfth-, or eleventh- and twelfth-grade levels. In 1945-1946, the total number of schools in the 101-500 enrollment classification was 126 schools. Of this total, 70 schools offered general business on the ninth-, or tenth-, or ninth- and tenth-grade levels. Twenty of the total of 126 schools offered the course on the eleventh-, or twelfth-, or eleventh- and twelfth-grade levels. By 1947-1948, the total number of schools in the enrollment group of 101-500 students had increased to 141 schools. Of this total, 75 schools offered the course of general business on the ninth-, or tenth-, or ninth- and tenth-grade levels and 23 schools offered the course on the eleventh-, or twelfth-, or eleventh- and twelfth-grade levels. A trend is noted among the schools in the 101-500 student enrollment classification toward offering the course in general business to students in the ninth-, or tenth-, or the ninth- and tenth-grade level.

In 1936-1937, there was a total of 5 schools offering the course general business in the enrollment group of over 500 students. Of this total, one school offered the course on the ninth-grade level, one school offered the course on the tenth-grade level, and 3 schools offered general business on

the twelfth-grade level. In 1940-1941 there was a total of 22 schools offering the course in the enrollment group of over 500 students. Of this total, 14 schools offered general business on the ninth-, or tenth-, or ninth- and tenth-grade levels. Four of the 22 schools offered general business on the eleventh-, or eleventh- and twelfth-grade levels. By 1945-1946, the total number of schools in the enrollment group of over 500 students had decreased to 20 schools. Thirteen of these schools offered the course on the ninth-, or tenth-, or ninth- and tenth-grade levels. Four of these schools offered the course on the eleventh-, or twelfth-, or eleventh- and twelfth-grade levels. In 1947-1948, the total number of schools in the enrollment group of over 500 students had decreased to 18 schools. Of this total, 10 schools offered general business on the ninth-, or tenth-, or ninth- and tenth-grade levels. One of the 18 schools offered the course on the eleventh- and twelfth-grade level and one of the 18 schools offered general business on the twelfth-grade level. A trend is noted among the schools of the enrollment group of over 500 students toward offering the course in general business to students in the ninth-, or tenth-, or the ninth- and tenth-grade level.

The total number of high schools offering general business on the tenth-grade level for schools in all three enrollment classifications was larger than the number of schools offering general business on any other single grade level. In the year 1936-1937, 38 schools, or 35.1 per cent of the 108 schools offering general business, offered the course on the tenth-grade level. In 1946-1947, 126 schools, or 43.2 per cent of the 291 schools offered the course on the tenth-grade level. In 1947-1948, 121 schools, or 40.8 per cent of the 296 schools offering general business offered the course on the tenth-grade level.

The number of schools offering general business on the various grade levels is analyzed in Table XI by class of accrediting. An explanation of

class of accrediting, as used in this study, was given previously in this chapter. A wide variation is noted in the grade levels on which general business was offered within each class of accrediting.

During the year 1936-1937, 106 First Class schools offered the course of general business. Fifty-one of the First Class schools offered the course on the ninth-, or tenth-, or ninth- and tenth-grade levels. Fifty-two of the First Class schools offered the course on the eleventh-, or twelfth-, or eleventh- and twelfth-grade levels. During the year 1940-1941, 252 First Class schools offered the course in general business. Of this total, 106 First Class schools offered general business on the ninth-, or tenth-, or ninth- and tenth-grade levels. Ninety-two First Class schools of the total 252 First Class schools offered general business on the eleventh-, or twelfth-, or eleventh- and twelfth-grade levels. By 1945-1946 the number of First Class schools offering the course in general business had increased to 284 schools. Of the total 284 First Class schools, 134 schools offered general business on the ninth-, or tenth-, or ninth- and tenth-grade levels. Seventy of the First Class schools offered the course on the eleventh-, or twelfth-, or eleventh and twelfth-grade levels. In 1947-1948, there were 291 First Class schools offering general business. Of the 291 First Class schools, 142 schools offered the course on the ninth-, or tenth-, or ninth- and tenth-grade levels. Sixty-five First Class schools offered general business on the eleventh-, or twelfth-, or eleventh- and twelfth-grade levels.

Among the First Class schools offering general business, the trend indicates that the course in general business is offered generally to students on the ninth-, or tenth-, or ninth- and tenth-grade levels.

Course Titles

The title "General Business" is used throughout this study primarily because it is the title used on page 3 of the primary source of data

TABLE XI

NUMBER OF SENIOR HIGH SCHOOLS IN MISSOURI OFFERING GENERAL BUSINESS
ON INDICATED GRADE LEVELS BY CLASSES OF ACCREDITING

Grade Level	1936-1937			1940-1941			1945-1946			1946-1947			1947-1948					
	1	2	3 class. Un-	1	2	3 class. Un-	1	2	3 class. Un-	1	2	3 class. Un-	1	2	3 class. Un-			
9	13			15	1		8			9			6					
10	38			76		1	113	1	1	131	2	1	120		1			
9 and 10				15			13	1	1	12			16	1				
9, 10, and 11				3			1	1					2					
9, 10, 11, and 12	1			3			3			2			4					
10 and 11	1			17			34			30			43					
10, 11, and 12				31			42	1		40			35					
11	21		1	20			13		1	11			8	1	1			
11 and 12	2			62	1	2	50	1	1	43		2	45	1				
12	29		1	10		1	7			8			11					
No Record	1	-	-	-	-	-	-	-	-	-	-	-	1	-	-			
Total	106		2	252	1	1	4	284	3	2	4	286	2	3	291	2	1	2

This table should be read as follows: In 1936-1937, 13 first-class high schools offered general business on the ninth-grade level.

"Form A - High School Report of Supervisor" and the title "General Business" is used in the Secondary School Series, Practical Arts--Business, Bulletin 7C, State Department of Education, 1941. The data were analyzed in order to determine what titles were actually used by the various schools. Despite the fact that the title "General Business" appears on the primary source of data, Table XII shows that 15 different course titles were reported by the senior high schools offering the course. The course title reported most often was "General Business," which during the year 1936-1937, was reported by 19, or 17.6 per cent of the total schools offering general business. In 1940-1941, the number using this title increased to 172, or to 66.6 per cent of the total 258 schools reporting for the year. During 1947-1948, the title "General Business" was used by 279, or by 94.2 per cent of the total of 296 senior high schools offering the course. As can be seen, there was a very definite increase in the number of schools reporting the use of the course title, "General Business."

In the year 1936-1937, the course titles used in the order of descending frequency were "General Business Practice," "Business Training," and "General Business." In 1940-1941, "General Business" was reported first in frequency of use while "General Business Practice" and "Business Training" were second and third, respectively. In 1945-1946, 268, or 91.8 per cent of the total 293 schools reporting, reported the course title "General Business." For the year 1945-1946, 7 schools, or 2.3 per cent of the 293 schools, reported the use of the course title "Business Training," and 7 schools, the title "General Business Practice." In 1946-1947, "General Business" was reported first in frequency of use while "Business Training" and "General Business Training" were second and third, respectively. The order of frequency in use of course titles for the year 1947-1948 was the same as for the year 1946-1947.

TABLE XII

NUMBER AND PER CENT OF MISSOURI SENIOR HIGH SCHOOLS REPORTING VARIOUS
TITLES FOR THE COURSE IN GENERAL BUSINESS

Course Title	1936-1937		1940-1941		1945-1946		1946-1947		1947-1948	
	No.	Pct.	No.	Pct.	No.	Pct.	No.	Pct.	No.	Pct.
General Business	19	17.6	172	66.6	268	91.8	264	90.7	279	94.2
Business Training	20	18.5	18	7.0	7	2.3	10	3.4	10	3.4
Junior Business	4	3.7	4	1.5			2	.7		
General Business Practice	31	28.7	23	8.9	7	2.3	5	1.7	2	.7
Junior Business Training	8	7.4	10	3.9	4	1.3	2	.7	2	.7
Business Practice	4	3.7	16	6.2	3	1.0	2	.7		
Elementary Business Training	2	1.9	2	.8						
General Business Training	6	5.6	8	3.1	3	1.0	6	2.1	3	1.0
General Business Science	5	4.6								
Business Science	2	1.9	1	.4						
Business Principles	1	.9	1	.4	1	.3				
Elements of Business	3	2.8								
Introduction to Business	1	.9	1	.4						
Junior Business Practice	1	.9	1	.4						
General Business Problems	1	.9	1	.4						
Total	108	100.0	258	100.0	293	100.0	291	100.0	296	100.0

This table should be read as follows: During 1936-1937, 19, or 17.6 per cent, of the 108 senior high schools offering general business reported the course title, "General Business."

Table XIII shows the course titles used according to the size of senior high schools. The first year studied, 1936-1937, indicates that there were 15 course titles reported in use in 108 different schools. By the school year 1940-1941 a trend is noted toward the use of the course title "General Business." By the school year 1945-1946, a very definite trend was evident toward the use of the course title "General Business" in all size groups of schools.

During 1946-1947, 114 of the 120 schools with enrollments between 0 and 100 reported the title "General Business," but 4 different titles were reported by the 6 remaining schools in that size group. Of the schools in the size group with enrollments between 101 and 500, 137 of the 151 schools reported the use of the course title "General Business." Fourteen schools reported 4 other course titles in the same size group. In the same year, 13 of 20 schools with enrollments over 500 reported the title "General Business," while 5 different course titles were reported by the remaining 7 schools. By the year 1947-1948 the use of course titles other than "General Business" had again decreased. Of the schools in the size group with enrollments between 0 and 100, only two course titles other than "General Business" were reported. Three course titles, other than "General Business," were reported by schools with enrollments between 101 and 500. Schools with enrollments over 500 reported 3 course titles other than "General Business."

Table XIV shows the course titles reported by the senior high schools according to class of accrediting. The number of First Class high schools reporting the course title "General Business" shows a very definite increase each year. Eighteen First Class schools reported the title "General Business" in the school year 1936-1937. In 1947-1948, 274 First Class schools reported the course title "General Business." In 1936-1937, 15 different course titles were reported by First Class schools. By 1947-1948 only 5 different course

TABLE XIII

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

Course Title	1936-1937			1940-1941			1945-1946			1946-1947			1947-1948		
	0- 100	101- 500	Over 500	0- 100	101- 500	Over 500	0- 100	101- 500	Over 500	0- 100	101- 500	Over 500	0- 100	101- 500	Over 500
	General Business	9	9	1	87	77	8	141	114	13	114	137	13	134	132
Business Training	6	15		5	11	2	1	5	1	3	5	2	2	5	3
Junior Business	1	1			4						2				
General Business Practice	16	12	2	10	12	4	3	3	1	1	3	1		1	1
Junior Business Training	2	6	1	1	5	4			4			2	1		1
Business Practice	2	2		6	7	1	1	1	1	1		1			
Elementary Business Training	1	1			2										
General Business Training	1	5		3	4	1		3		1	4	1		3	
General Business Science	1	4													
Business Science		2				1									
Business Principles		2		1			1								
Elements of Business	3														
Introduction to Business	1					1									
Junior Business Practice		1													
General Business Problems	—	—	1	—	1	—	—	—	—	—	—	—	—	—	—
Total	43	60	5	113	123	22	147	126	20	120	151	20	137	141	18

This table should be read as follows: During the school year 1936-1937, 9 schools having a total enrollment of less than 100 reported the course title, "General Business."

TABLE XIV

NUMBER OF SENIOR HIGH SCHOOLS REPORTING VARIOUS COURSE TITLES
ACCORDING TO CLASSES OF ACCREDITING

Course Title	1936-1937				1940-1941				1945-1946				1946-1947				1947-1948			
	1	2	3	Un- class.	1	2	3	Un- class.	1	2	3	Un- class.	1	2	3	Un- class.	1	2	3	Un- class.
General Business	18			1	167	1	4		259	3	2	4	259	2	3		274	2	1	2
Business Training	21				18				7				10				10			
Junior Business	2				4								2							
General Business Practice	29			1	22	1			7				5				2			
Junior Business Training	9				10				4				2				2			
Business Practice	4				16				3				2							
Elementary Business Training	2				2															
General Business Training	6				8				3				6				3			
General Business Science	5																			
Business Science	2				1															
Business Principles	2				1				1											
Elements of Business	3																			
Introduction to Business	1				1															
Junior Business Practice	1				1															
General Business Problems	1				1															
Total	106			2	252	1	1	4	284	3	2	4	286	2	3		291	2	1	2

This table should be read as follows: During 1936-1937, 18 first-class high schools reported the course title, "General Business."

titles were reported by the First Class schools. It is interesting to note that during the school years 1945-1946, 1946-1947, and 1947-1948 the only course title reported by Second Class, Third Class, and Unclassified schools was the course title "General Business."

Other Business Subjects Offered by Schools Offering General Business

Table XV was prepared in order to determine what other business subjects were offered in schools that offered general business. This analysis of the data was made to determine whether general business is offered by small schools with limited curriculum offerings or whether the course is offered by the large schools with an extensive curriculum.

For the purpose of this study, business subjects include the subjects listed in the Secondary School Series, Practical Arts--Business and on page 3 of "Form A - High School Report of Supervisor." These subjects are typewriting I, typewriting II, shorthand I, shorthand II, bookkeeping I, bookkeeping II, secretarial practice, general business, business law, business arithmetic, business English, salesmanship, business economic problems, Thomas shorthand, business spelling, and comptometry.

Typewriting, bookkeeping, and shorthand were the three subjects most frequently offered in the schools that offered general business. All other business subjects are grouped under the heading "Miscellaneous."

Table XV shows the number and per cent of senior high schools that offered general business and other business subjects and combinations of business subjects. The combination of business subjects that occurred most often in schools offering general business during the years studied was typewriting, bookkeeping, shorthand, and miscellaneous. The second combination occurring most frequently was typewriting, shorthand, and bookkeeping. In 1947-1948, 82, or 27.7 per cent of the senior high schools reported offering typewriting, bookkeeping, shorthand, and miscellaneous. In 1947-1948,

TABLE XV

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

Subjects	1936-1937		1940-1941		1945-1946		1946-1947		1947-1948	
	No.	Pct.	No.	Pct.	No.	Pct.	No.	Pct.	No.	Pct.
Typing	9	8.3	30	11.6	21	7.2	26	8.9	31	10.5
Bookkeeping	3	2.8	3	1.2	2	.7			1	.3
Typing-Shorthand	13	12.0	24	9.3	30	10.2	21	7.2	25	8.5
Typing-Misc.	2	1.9	9	3.5	10	3.4	7	2.4	11	3.7
Typing-Shorthand-Bookkeeping	24	22.2	54	20.9	53	18.1	63	21.7	54	18.2
Typing-Shorthand-Misc.	10	9.2	15	5.8	31	10.6	17	5.9	20	6.7
Typing-Bookkeeping-Misc.	7	6.5	14	5.4	14	4.8	24	8.3	27	9.2
Typing-Shorthand-Bookkeeping-Misc.	14	13.0	69	26.7	95	32.4	96	33.0	82	27.7
Typing-Bookkeeping	12	11.1	36	14.0	29	9.9	28	9.6	38	12.8
Shorthand-Bookkeeping			1	.4			1	.3	2	.7
Miscellaneous	2	1.9	1	.4	3	1.0	1	.3		
None	12	11.1	2	.8	5	1.7	7	2.4	5	1.7
Total	108	100.0	258	100.0	293	100.0	291	100.0	296	100.0

This table should be read as follows: During 1936-1937, 9, or 8.3 per cent, of the senior high schools offering general business also offered typing, but no other business subject.

54, or 18.2 per cent of the senior high schools reported offering typewriting, shorthand, and bookkeeping. Thirty-eight, or 12.8 per cent of the high schools reported offering typing and bookkeeping as well as general business during the year 1947-1948. During 1947-1948, 61.8 per cent of the total senior high schools offered at least three business subjects besides offering general business. The single business subject most often reported by schools offering general business was typewriting. The number of senior high schools that did not offer any business subjects other than general business is as follows: 12 schools in 1936-1937, 2 in 1940-1941, 5 in 1945-1946, 7 in 1946-1947, and 5 in 1947-1948. Usually, general business is offered in combination with other business subjects. This suggests that general business is considered a business subject rather than a social studies course.

Subject-Matter Field Preparation of the General Business Teacher

The State Department of Education of Missouri does not make any specific course requirements for the general business teacher. The Administrators Handbook for High School Districts, Missouri Department of Education, 1940, page 245 states the general requirements for high school teachers.

General Requirements

1. A baccalaureate degree from an accredited college or university.
2. Completion of sufficient college work in two subject-matter fields to meet the standards for certification and approval for a teacher in a first-class high school.
3. A total of twenty-five hours of college work which may be selected from a minimum of three of the following subject fields: English composition, literature, social studies, mathematics, natural sciences, and foreign languages.
4. Two years of college work in general physical education and health.

The Administrators Handbook further states on page 247:

c. Commerce

- (1) Full-time teachers 24 hours

- (2) Part-time teachers 15 hours
Including at least 5 hours of work at the college level in
each subject taught which may be waived in the case of short-
hand and/or typewriting if a candidate can pass satisfactorily
a proficiency examination administered by the college granting
the baccalaureate degree.

"Form B - Report of High School Supervisor" contains data on all elementary and high school administrators, supervisors, teachers, and librarians.

"Form B" has eight columns with the following headings:

1. Teacher Data
2. Highest degree and total number of semester hours earned in all institutions.
3. Total number of semester hours in Education earned in all institutions.
4. Kind of certificate and year it expires.
5. Subjects now teaching.
6. Number of semester hours of college work in each of these subjects.
7. Number of semester hours of college work in this field.
8. Teaching load in each course.
9. Extra-curricular program.

The data concerning preparation of the general business teacher were compiled and presented in Tables XVI to XVIII, inclusive. For the purposes of this study, the teachers of general business who had college credit in the field of commerce were divided into three groups: those with commerce majors (over 20 semester hours); those with commerce minors (11 to 20 semester hours); and those with some commerce credit, but less than a minor. The teaching fields for those teachers who reported no credit in the field of commerce were listed. The above divisions were made in order to form a basis for comparison with the data concerning the preparation of the junior business

teachers of Kansas as reported by Herbert S. Madaus in 1948³ and with general business teachers of Oklahoma as reported by Glenn D. Overman in 1946.⁴

Table XVI shows the number and per cent of the general business teachers in the senior high schools of Missouri with the indicated subject-matter field preparation. Table XVI shows that in 1936-1937, 82 teachers, or 75.9 per cent of the general business teachers, had a commerce major. Of the five years studied the year with the highest proportion of teachers with commerce majors reported was the school year 1940-1941, when 237, or 91.9 per cent of the teachers had commerce majors. In 1947-1948, 223, or 75.3 per cent of the teachers had commerce majors.

Of the teachers who were reported with no credit in commerce, the most often reported teaching field was social science. Seven different teaching fields were reported for the teachers of general business who did not have any credit in the field of commerce. A relatively few teachers reported no credit in the field of commerce. In 1936-1937, 81.4 per cent of the teachers had college credit in the commercial field. In 1947-1948, 95.3 per cent reported college credit in commerce. The highest per cent reported in any single year was in 1940-1941, when 99.2 per cent of the teachers of general business reported some college credit in commerce. For each of the years 1936-1937 and 1945-1946, a greater variety of teaching fields were reported than in the other years studied.

In order to interpret the findings concerning the subject-matter field preparation of the senior high school general business teacher, the data were further analyzed according to the size of the school and the accredited status of the school. These data are presented in Tables XVII and XVIII.

3 Madaus, op. cit., p. 67.

4 Overman, op. cit., p. 78.

TABLE XVI

NUMBER OF GENERAL BUSINESS TEACHERS IN SENIOR HIGH SCHOOLS WITH
INDICATED SUBJECT-MATTER FIELD PREPARATION

Subject-Matter Field Preparation	1936-1937		1940-1941		1945-1946		1946-1947		1947-1948	
	No.	Pct.	No.	Pct.	No.	Pct.	No.	Pct.	No.	Pct.
Commerce Major	82	75.9	237	91.9	215	73.4	211	72.5	223	75.3
Commerce Minor	5	4.6	14	5.4	42	14.4	49	16.8	44	14.9
Commerce-Less than Minor	1	.9	5	1.9	19	6.5	16	5.5	15	5.1
Social Science	11	10.2	1	.4	3	1.0	5	1.7	3	1.0
English	1	.9	1	.4	2	.7	4	1.4	3	1.0
Physical Education	2	1.9								
Mathematics	2	1.9			1	.3	2	.7	1	.3
Science	3	2.8			3	1.0				
Music					1	.3				
Elementary	1	.9			2	.7				
No Record					5	1.7	4	1.4	7	2.4
Total	108	100.0	258	100.0	293	100.0	291	100.0	296	100.0

This table should be read as follows: In 1936-1937, 82 of the 108, or 75.9 per cent of the senior high school general business teachers had commerce majors.

Table XVII reveals that the majority of general business teachers in each size group had a major in commerce. The schools with enrollments of less than 500 students reported more different teaching fields than did the schools with enrollments over 500 students. Of the schools with enrollments over 500 students, all teachers reported having had some commerce courses in college. Of the five years studied, the greatest variation in subject-matter field preparation was in 1936-1937 and in 1945-1946 when the schools enrolling less than 500 students reported 5 teaching fields exclusive of commerce. The fields reported for the teachers of general business in the schools with less than 500 students for the years 1936-1937 and 1945-1946 were social science, English, mathematics, physical education, science, music, and elementary.

Table XVIII shows the number of senior high school business teachers with indicated subject-matter field preparation according to class of school accrediting. An examination of Table XVIII reveals that the largest variation in teaching fields reported occurred in the First Class schools. For the school year of 1936-1937, 5 teaching fields other than commerce were reported in the First Class schools. In 1940-1941, only one teaching field other than commerce was reported in the First Class schools. In the school year 1945-1946, 6 teaching fields were reported other than commerce in the First Class schools. Both school years, 1946-1947 and 1947-1948 reported 3 teaching fields other than commerce in the First Class schools. Of the Second Class, Third Class, and Unclassified schools, only one school reported general business being taught by a teacher without any credit in commerce for the school year 1936-1937. One was reported in 1940-1941; none in 1945-1946; none in 1946-1947; and one in 1947-1948. The majority of general business teachers were found to have commerce majors in all classes of accrediting.

TABLE XVII

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

Subject-Matter Field Preparation	1936-1937			1940-1941			1945-1946			1946-1947			1947-1948		
	0- 100	101- 500	Over 500	0- 100	101- 500	Over 500	0- 100	101- 500	Over 500	0- 100	101- 500	Over 500	0- 100	101- 500	Over 500
Commerce Major	27	50	5	101	116	20	93	103	19	76	117	18	97	112	14
Commerce Minor	3	2		8	4	2	29	13		27	22		24	18	2
Commerce-Less than Minor	1			2	3		14	4	1	10	5	1	10	5	
Social Science	8	3		1			2	1		2	3		2	1	
English	1			1				2		2	2		1	2	
Physical Education	1	1													
Mathematics	1	1					1				2			1	
Science	1	2					2	1							
Music							1								
Elementary		1					2								
No Record	—	—	—	—	—	—	3	2	—	3	—	1	3	2	2
Total	43	60	5	113	123	22	147	126	20	120	151	20	137	141	18

This table should be read as follows: In 1936-1937, 27 of the 43 general business teachers in schools with total student enrollments of less than 100 had commerce majors.

TABLE XVIII

NUMBER OF SENIOR HIGH SCHOOL GENERAL BUSINESS TEACHERS WITH INDICATED SUBJECT-MATTER
FIELD PREPARATION ACCORDING TO CLASS OF SCHOOL ACCREDITING

Subject-Matter Field Preparation	1936-1937				1940-1941				1945-1946				1946-1947				1947-1948			
	1	2	3	Un- class.	1	2	3	Un- class.	1	2	3	Un- class.	1	2	3	Un- class.	1	2	3	Un- class.
Commerce Major	82				232	1		4	211	2		2	209			2	220	1	1	1
Commerce Minor	5				14				40			2	48			1	44			
Commerce-Less than Minor	1				5				17	1	1		15		1		14			1
Social Science	10			1	1				3				5				2	1		
English				1			1		2				4				3			
Physical Education	2																			
Mathematics	2								1				2				1			
Science	3								3											
Music									1											
Elementary	1								2											
No Record									4		1		3		1		7			
Total	106			2	252	1	1	4	284	3	2	4	286		2	3	291	2	1	2

This table should be read as follows: In 1936-1937, 82 of the 108 general business teachers in the first-class high schools had commerce majors.

Tables XIX through XXIII show the number and per cent of students enrolled in other business subjects in senior high schools offering general business. Each table is arranged according to descending enrollment figures in the business subjects offered for each school year included in this study. All five tables reveal that typing I had the largest student enrollment of any single business course offered by schools offering the course in general business. General business had the second largest student enrollment; book-keeping I was third; shorthand I was fourth; and typing II was fifth. These five business subjects comprised over 85 per cent of the total student enrollment in business subjects for the school years studied in this report.

The other business subjects offered were varied and student enrollment seemed to change with each year studied. It is interesting to note that general business was second in student enrollment in all five years studied. In 1936-1937, there were 11,367 students enrolled in business subjects in schools offering general business. Of the five years included in this report, the school year 1946-1947 had the largest student enrollment in business subjects, with 31,790 students. However, the school year 1940-1941 was a very close second with 31,619 students enrolled in business subjects. The school year 1947-1948 reported the largest variety of business subject offerings, with 15 separate courses offered including general business.

TABLE XIX

NUMBER AND PER CENT OF STUDENTS ENROLLED IN OTHER
BUSINESS SUBJECTS IN SENIOR HIGH SCHOOLS OFFERING
GENERAL BUSINESS

YEAR 1936-1937

<u>Subject^a</u>	<u>Number of Students Enrolled</u>	<u>Per Cent</u>
Typing I	3,174	28.0
General Business	2,704	23.7
Bookkeeping I	1,500	13.2
Shorthand I	1,393	12.3
Typing II	878	7.8
Business Arithmetic	635	5.5
Shorthand II	445	3.9
Business Law	405	3.6
Business English	200	1.8
Salesmanship	25	.2
Secretarial Practice	<u>8</u>	<u> </u>
Total	11,367	100.0

^a Arranged in accordance with descending enrollment figures.

This table should be read as follows: In 1936-1937, 3,174 of the 11,367, or 28 per cent of the senior high school students were enrolled in Typing I.

TABLE XX

NUMBER AND PER CENT OF STUDENTS ENROLLED IN OTHER
BUSINESS SUBJECTS IN SENIOR HIGH SCHOOLS OFFERING
GENERAL BUSINESS

YEAR 1940-1941

<u>Subject^a</u>	<u>Number of Students Enrolled</u>	<u>Per Cent</u>
Typing I	9,130	28.9
General Business	7,290	23.1
Bookkeeping I	4,593	14.5
Shorthand I	3,713	11.7
Typing II	2,518	8.0
Business Law	1,510	4.8
Business Arithmetic	1,271	4.0
Secretarial Practice	968	3.1
Business English	269	.9
Shorthand II	256	.8
Salesmanship	79	.2
Bookkeeping II	<u>22</u>	<u> </u>
Total	31,619	100.0

^a Arranged in accordance with descending enrollment figures.

This table should be read as follows: In 1940-1941, 9,130 of the 31,619, or 28.9 per cent of the senior high school students were enrolled in Typing I.

TABLE XXI

NUMBER AND PER CENT OF STUDENTS ENROLLED IN OTHER
BUSINESS SUBJECTS IN SENIOR HIGH SCHOOLS OFFERING
GENERAL BUSINESS

YEAR 1945-1946

<u>Subject^a</u>	<u>Number of Students Enrolled</u>	<u>Per Cent</u>
Typing I	8,977	30.2
General Business	6,958	23.4
Bookkeeping I	3,780	12.7
Shorthand I	3,778	12.7
Typing II	2,977	10.3
Secretarial Practice	1,322	4.4
Business Arithmetic	874	2.9
Business Law	579	1.9
Shorthand II	249	.8
Business English	119	.4
Business Economic Problems	48	.2
Salesmanship	<u>4</u>	<u> </u>
Total	29,665	100.0

^a Arranged in accordance with descending enrollment figures.

This table should be read as follows: In 1945-1946, 8,977 of the 29,665, or 30.2 per cent of the senior high school students were enrolled in Typing I.

TABLE XXII

NUMBER AND PER CENT OF STUDENTS ENROLLED IN OTHER
BUSINESS SUBJECTS IN SENIOR HIGH SCHOOLS OFFERING
GENERAL BUSINESS

YEAR 1946-1947

<u>Subject^a</u>	<u>Number of Students Enrolled</u>	<u>Per Cent</u>
Typing I	8,854	27.8
General Business	8,031	25.3
Bookkeeping I	4,507	14.2
Shorthand I	3,598	11.3
Typing II	3,108	9.8
Secretarial Practice	1,555	4.9
Business Arithmetic	931	2.9
Business Law	752	2.4
Business English	253	.8
Shorthand II	165	.5
Bookkeeping II	<u>36</u>	<u>.1</u>
Total	31,790	100.0

^a Arranged in accordance with descending enrollment figures.

This table should be read as follows: In 1946-1947, 8,854 of the 31,790, or 27.8 per cent of the senior high school students were enrolled in Typing I.

TABLE XXIII

NUMBER AND PER CENT OF STUDENTS ENROLLED IN OTHER
BUSINESS SUBJECTS IN SENIOR HIGH SCHOOLS OFFERING
GENERAL BUSINESS

YEAR 1947-1948

<u>Subject</u> ^a	<u>Number of Students Enrolled</u>	<u>Per Cent</u>
Typing I	9,517	30.7
General Business	7,789	25.1
Bookkeeping I	4,132	13.3
Shorthand I	3,316	10.7
Typing II	2,928	9.5
Secretarial Practice	1,186	3.8
Business Arithmetic	920	3.0
Business Law	671	2.2
Business English	262	.9
Shorthand II	122	.4
Salesmanship	64	.2
Thomas Shorthand	47	.2
Business Spelling	12	
Comptometry	8	
Business Economics	8	
Total	30,982	100.0

^a Arranged in accordance with descending enrollment figures.

This table should be read as follows: In 1947-1948, 9,517 of the 30,982, or 30.7 per cent of the senior high school students were enrolled in Typing I.

CHAPTER IV
SUMMARY OF FINDINGS AND CONCLUSIONS

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

From the official records on file in the State Department of Education, data were collected concerning certain aspects of the general business course as offered in the schools of Missouri during the school years 1936-1937, 1940-1941, 1945-1946, 1946-1947, and 1947-1948.

Summary of Findings

In Chapter III these data were given in tabular form and the findings were presented and analyzed. The most significant findings and conclusions reached from the study are presented in Chapter IV. A summary of the more important findings follows:

1. There has been a decided increase in the total number of schools offering general business during the twelve years between 1936-1937 and 1947-1948. The number of schools offering general business increased from 108 in 1936-1937 to 296 in 1947-1948. In 1936-1937, 11.2 per cent of the total schools in Missouri offered general business; this percentage increased to 39.5 in 1947-1948.

2. For the years studied, the course in general business has been offered in a larger percentage of total schools in Missouri than has general business in the schools of Oklahoma or junior business training in the schools of Kansas. In 1936-1937, 108, or 11.2 per cent of the schools of Missouri offered general business. In Oklahoma 14, or 1.4 per cent of the

schools offered general business, while in Kansas 43, or 5.5 per cent of the schools offered junior business training. In 1940-1941, 258, or 27.6 per cent of the Missouri schools offered the course in general business. For the same year, 59, or 6.1 per cent of the Oklahoma schools offered the course, and 117, or 15.3 per cent of the Kansas schools offered junior business training. In 1944-1945, 145, or 15.1 per cent of the schools of Oklahoma offered the course in general business. In 1945-1946, 293, or 37.2 per cent of the Missouri schools were offering general business, and 118, or 15.6 per cent of the Kansas schools were offering junior business training. In 1947-1948, 296, or 39.5 per cent of the total schools of Missouri were offering general business while only 132, or 18.0 per cent of the Kansas schools were offering junior business training.

3. The number of students enrolled in general business in senior high schools in Missouri increased from 2,704 in 1936-1937 to 8,031 in 1946-1947. The number decreased to 7,789 in 1947-1948.

4. The majority of the senior high schools offering general business for each of the years selected were the schools in the 0-100 enrollment group. The per cent of the total schools offering general business in the 0-100 enrollment group increased from 43 schools, or 39.8 per cent in 1936-1937, to 147 schools, or 50.2 per cent in 1945-1946; the proportion decreased to 137 schools, or 46.3 per cent in 1947-1948. A trend is indicated toward offering general business in the small senior high schools.

5. The greatest number of schools offering the course general business were First Class schools. In 1936-1937, 106, or 14.6 per cent of the total First Class schools, offered general business. In 1947-1948, 291, or 41.9 per cent of the total First Class schools offered general business. Over 98 per cent of the total number of students enrolled in general business during each year studied were found in the First Class schools. In 1936-1937,

2,693, or 99.6 per cent of the students enrolled in general business were in First Class schools. For the year 1940-1941, 7,218, or 99.1 per cent of the students enrolled in general business were in First Class schools. By 1945-1946, 6,854, or 98.6 per cent of the students enrolled in general business were in First Class schools. In 1947-1948, 7,737, or 99.4 per cent of the students enrolled in general business were in First Class schools.

6. There was a total of 407 different senior high schools offering general business during the two-year period, 1946-1947 and 1947-1948. These senior high schools were distributed among 112 of the 114 different counties in Missouri.

7. The trend of senior high schools was to offer general business as a one-year course. Thirty-nine of 108 senior high schools offered a one-semester course in 1936-1937, while in 1947-1948 only 3 of 296 schools offered a one-semester course.

8. In the last four years studied in this report, the course in general business was offered on all grade levels and combinations of grade levels. The data for 1946-1947 and 1947-1948 reveal a trend toward a gradual upgrading of general business, contrary to the recommendation of the State Department of Education of Missouri that the course be offered on the tenth-grade level. During 1946-1947 and 1947-1948, over 90 per cent of the senior high schools offered general business to the tenth-grade, or the eleventh-, or the twelfth-, or to a combination of these grade levels. During 1947-1948, 67 of the total 296 schools limited enrollments in general business to juniors and seniors. Eleven senior high schools limited enrollment in general business to students of the twelfth grade during 1947-1948.

9. During the five years studied, fifteen different course titles were used by the senior high schools of Missouri. During the year 1936-1937 the course title "General Business Practice" was the title most frequently used.

With the exception of 1936-1937, general business was the course title most often used in the senior high schools. During the five years studied, the number of senior high schools using the title of general business increased from 19, or 17.6 per cent in 1936-1937, to 172, or 66.6 per cent in 1940-1941; to 268, or 91.8 per cent in 1945-1946; and to 279, or 94.2 per cent in 1947-1948.

Business training was the course title that ranked second in order of frequency during the last three years studied. In 1945-1946, 7 schools or 2.3 per cent used the course title of business training. In 1946-1947, 10 schools, or 3.4 per cent, used the course title of business training and in 1947-1948, 10 schools, or approximately 3.4 per cent used the course title of business training.

The variety of course titles persisted without regard to the size of school, class of accrediting, or the type of school organization.

10. During 1947-1948, 82, or 27.7 per cent of the total of 296 high schools in Missouri offered four or more business subjects in addition to general business. A total of 101 schools, or approximately 34.1 per cent of the senior high schools offering general business, also offered a relatively complete business curriculum of three or more business subjects. The three subjects most frequently offered in addition to general business were typewriting, shorthand, and bookkeeping. The remaining 113 schools, or 38.2 per cent of the total senior high schools in 1947-1948, had a more limited business curriculum of less than three business subjects.

11. Typing I had the largest student enrollment of any single business course offered by schools offering the course general business for the five years included in this report. General business had the second largest student enrollment. Other courses maintaining a comparatively high enrollment

in the descending order of their total enrollment were: bookkeeping I, shorthand I, and typing II.

12. In each of the years studied, more than 70 per cent of the teachers of general business in the senior high schools had commerce majors. In 1936-1937, 82, or 75.9 per cent, of the total number of teachers of general business had commerce majors. Of the five years studied, the year with the highest frequency was the school year 1940-1941 when 237, or 91.9 per cent, of the teachers had commerce majors. In 1947-1948, 223, or 75.3 per cent, of the teachers had commerce majors. In each of the years studied, more than 80 per cent of the teachers of general business in the senior high schools reported some college credit in the commercial field. In 1947-1948, 95.3 per cent of the teachers reported some college credit in the field of commerce. Seven different fields of subject-matter preparation were reported for those teachers of general business who did not have college credit in the field of commerce. These fields were social science, English, physical education, mathematics, science, music, and elementary.

Summary of Conclusions

Based on the findings summarized for this study, the conclusions listed below may be drawn concerning the status and trends of the course in general business in the state of Missouri.

1. There has been a marked growth in the offerings and enrollments in general business throughout the high schools of Missouri during the twelve years. Over 60 per cent of the schools in Missouri, however, still did not offer the course in general business in 1947-1948, leaving an opportunity for further growth.

2. A definite trend is indicated toward the use of the title "General Business." Fourteen course titles were reported in 1936-1937 in addition to

"General Business," while in 1947-1948 only four course titles were reported in addition to "General Business." Therefore, it is concluded that the majority of the schools are complying with the recommendation of the Missouri State Department of Education.

3. Since 39 of 108 senior high schools offered a one-semester course in 1936-1937 and only 3 high schools of 296 offered the course as a one-semester course in 1947-1948, it may be concluded that the senior high schools of Missouri are making the course in general business a one-year course.

4. Since 38.2 per cent of the schools that offered general business had a limited business curriculum of less than 3 business subjects including general business, it may be concluded that the course of general business is being offered as extensively in schools with a limited business curriculum as in schools with a more complete business curriculum of 3 or more business subjects. However, the course in general business is rarely offered in a senior high school that offers no other commercial subjects. Therefore, it may be further concluded that general business is considered as a part of a program of business education.

5. The course in general business ranked second in total student enrollment in business courses in the schools that offered general business. The enrollment in general business never exceeded 25.1 per cent of the total student enrollment in business courses. This fact indicates a room for expansion of student enrollment in the first course of basic business education if general business is to be considered a part of basic business education for all students.

6. A wide variation in the grade placement of the course in general business was indicated. It was found that general business was offered on every grade level and combination of grade levels from the ninth grade to the twelfth grade. Such practices of grade placement are worthy of further

investigation. It may be concluded, however, that the practice of permitting students from three or more years to be enrolled in the same classes increases the teaching problems of the teacher.

7. The lack of standardization in the minimum subject-matter field preparation of the general business teacher should be given serious thought and more definite minimum standards of subject-matter field preparation should be established for the teachers of general business. Perhaps one of the reasons for the lack of more definite minimum standards of preparation is attributed to the scarcity of teachers during and immediately following World War II.

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APPENDIX A

DATA SHEET

HS 9-10
9-11
9-12
10-12
8-12
7-12

JrHS 7-9
7-10
7-8
8-9

Name of School _____

Location _____ County _____

Type of organization 8-2 8-3 8-4 6-6 6-3-3 Other

	1947-48	1946-47	1945-46	1940-41	1935-37
1. no. enrolled in school					
2. one semester or one year					
3. grade level offered					
4. no. enrolled in course					
5. dept, in which offered					
6. title of course					
7. class of school					
8 no. units approved					
9. tchnng. field & no. of hours					
10. no. hrs. of com work					
11. other com. taught (pupil enroll)					
1. Typing I					1.
2. Typing II					2.
3. Shorthand I					3.
4. Shorthand II					4.
5. Secretarial Practice					5.
6. Bookkeeping I					6.
7. Business Law					7.
8. Business English					8.
9. Business Arithmetic					9.
10. Penmanship					10.
(Others)					

APPENDIX B

MISSOURI STATE DEPARTMENT OF EDUCATION
DIVISION OF PUBLIC SCHOOLS
HIGH SCHOOL REPORT OF SUPERVISOR

ROY SCANTLIN, Commissioner of Education

JEFFERSON CITY, MISSOURI

(To be filled out by the High School Principal or Superintendent. Prepare the entire report in triplicate. Submit one copy as a preliminary report to the Public School Supervisor on or before September 15. Retain 2 copies, one for your files, and one to be submitted at the time of the annual visit of the Public School Supervisor for the permanent files of the Division of Public Schools. Prepare a separate report for the colored high school. Your report should include grades nine, ten, eleven, and twelve. Please use typewriter if possible. This report cannot be accepted by the Public 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 [] Other type.....
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.....

I. 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.....
Do you use the State Approved Missouri Cumulative Record (Formerly Missouri Cumulative Record for Guidance Purposes) for accounting Yes.....No.....

V. Records

If not, please check below the records you keep for each student.

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

NOTE BELOW	Courses Offered Second Sem. Only (Check)	Number of Sections	*Units Credit	Grades Offered	Pupils Enrolled in Each Section				Courses Offered Second Sem. Only (Check)	Number of Sections	*Units Credit	Grades Offered	Pupils Enrolled in Each Section							
					Total									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																				
History (III).....									Sociology.....											
U. S. and Com. Problems (I)..... (Citizenship)									Economics.....											
World History and Problems (II).....									Government.....											
Modern Economic Geography.....									Int. Relations.....											
Mathematics									Mo. History.....											
Algebra.....									Psychology.....											
Geometry.....																				
Trigonometry.....																				
Natural Science																				
Advanced Science.....									Adv. Phys. Science.....											
Chemistry.....									Physiology.....											
Physics.....									Aeronautics.....											
Natural Biology.....																				
Vocational Arts																				
Personal Typing.....									Rel. H. E. Science.....											
Shorthand II.....									Gen. Home Ec. I.....											
Shorthand I.....									Gen. Home Ec. II.....											
Retarial Prac.....									Gen. Home Ec. III.....											
Bookkeeping I.....									Gen. Home Ec. IV.....											
Business.....									Gen. Ag.....											
Business Law.....									Voc. Ag. I.....											
Business Arithmetic.....									Voc. Ag. II.....											
Business English.....									Voc. Ag. III.....											
Business Drawing.....									Voc. Ag. IV.....											
General Woodworking.....									Div. Occupations I.....											
General Metals Shop.....									Div. Occupations II.....											
Home Ec. I.....									Indus. Trades I.....											
Home Ec. II.....									Indus. Trades II.....											
Home Ec. III.....																				
Music Arts																				
Introduction to Music.....									Art II.....											
Band.....									Art III.....											
Orchestra.....									Art IV.....											
Boys' Glee Club.....									Allied Arts.....											
Girls' Glee Club.....									Dramatics.....											
Chorus and Harmony.....									Literature.....											
Red Chorus.....																				
Chapella.....																				
Choir.....																				
Physical Education																				
Physical Education.....									Pupils on Modified Program											
Boys.....									Boys.....											
Girls.....									Girls.....											

Note:—See Administrators Handbook, pages 172-175 for proper listing of courses.

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.....		
Library.....		
1. Library books.....		
2. Free textbooks.....		
3. Periodicals.....		
TOTAL.....		

Prorate equipment used in both elementary school and high school.

IX. High School Supervisor's Recommendations:

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

ROY SCANTLIN,
Commissioner

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

By.....
Public School Supervisor

APPENDIX C

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
College: Missouri U. 1931-38‡				Algebra II	6	15	1	17		
				Physics	15	60	2	58		
Annual Salary \$1800										
Years Experience:‡‡ This school 4; total 10										
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										

*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		9 Extracurr progra	
							a. No. of daily recitations	b. No. of pupils taught daily	Activities sponsored	
Teacher:										
College:‡										
Annual Salary \$										
Years Experience:‡‡ This school										
Teacher:										
College:‡										
Annual Salary \$										
Years Experience:‡‡ This school										
Teacher:										
College:‡										
Annual Salary \$										
Years Experience:‡‡ This school										
Teacher:										
College:‡										
Annual Salary \$										
Years Experience:‡‡ This school										
Teacher:										
College:‡										
Annual Salary \$										
Years Experience:‡‡ This school										
Teacher:										
College:‡										
Annual Salary \$										
Years Experience:‡‡ This school										
Teacher:										
College:‡										
Annual Salary \$										
Years Experience:‡‡ This school										
Teacher:										
College:‡										
Annual Salary \$										
Years Experience:‡‡ This school										
Teacher:										
College:‡										
Annual Salary \$										
Years Experience:‡‡ This school										
Teacher:										
College:‡										
Annual Salary \$										
Years Experience:‡‡ This school										
Teacher:										
College:‡										
Annual Salary \$										
Years Experience:‡‡ This school										

APPENDIX D

TABLE XXIV

MISSOURI SENIOR HIGH SCHOOLS OFFERING GENERAL BUSINESS DURING
THE SCHOOL YEARS 1946-1947 AND 1947-1948

<u>Location and Name of School</u>	<u>1946-1947</u>		<u>1947-1948</u>	
	<u>Enroll- ment</u>	<u>Grade Level</u>	<u>Enroll- ment</u>	<u>Grade Level</u>
Adrian High School	17	10-11	17	10-11
Advance High School	46	11		
Afton High School	22	10	23	9-12
Aldrich High School	10	11-12		
Alton High School	19	11-12	24	11-12
Amoret High School			15	10
Amsterdam High School	11	10		
Annapolis High School	13	10-12		
Arbyrd High School	41	9		
Armstrong High School	11	11		
Ashland High School	23	10	23	10
Atlanta High School	23	10-12	12	10-12
Augusta High School	14	11-12		
Aurora High School	37	10-11	34	10-11
Auxvasse High School	20	11-12		
Ava High School			70	11-12
Avalon High School	20	10-11		
Ballard High School	15	10		
Baring High School			18	9-12
Bartlett, St. Joseph	5	11-12	5	12
Bear Creek High School	16	11-12		
Belgrade High School	32	11-12		
Bellevue, Mound City	11	10-12		

TABLE XXIV (Continued)

<u>Location and Name of School</u>	<u>1946-1947</u>		<u>1947-1948</u>	
	<u>Enroll- ment</u>	<u>Grade Level</u>	<u>Enroll- ment</u>	<u>Grade Level</u>
Belton High School			14	10
Benton High School	21	10		
Berkeley High School	33	10	29	10
Bertrand High School	5	10		
Bevier High School	27	10	17	10
Billings High School	20	10-12		
Birch Tree High School	26	10	25	10
Bismarck High School	22	10	20	10
Blackburn High School			4	10-11
Blairstown High School			14	11-12
Bland High School			26	11-12
Bloomfield High School	51	10	38	10
Bloomsdale High School	25	10-11		
Blue Eye High School	57	10-11		
Blue Springs High School	41	10-12		
Bois D'Arc High School	12	11-12		
Bolckow High School	16	9-10		
Bonne Terre High School	42	10-12	32	9-11
Boonville High School	20	10-12	28	10
Bourbon High School	26	10-11	14	10
Bradleyville High School	18	10	12	11
Braggadocio High School			23	10
Brashear High School	25	10		
Braymer High School			17	10

TABLE XXIV (Continued)

<u>Location and Name of School</u>	<u>1946-1947</u>		<u>1947-1948</u>	
	<u>Enroll- ment</u>	<u>Grade Level</u>	<u>Enroll- ment</u>	<u>Grade Level</u>
Bronaugh High School	23	10		
Brookfield High School	40	10-11	41	10-11
Broseley High School	43	10	55	10
Browning High School	21	10-11	26	10
Brumley High School	15	11-12		
Brunswick High School	14	10	19	10-11
Buffalo High School	44	10	37	10
Bunker High School			33	10-11
Burlington Junction High School	23	11-12	17	10
Bynumville High School			18	11-12
Cabool High School			32	10-11
Cainsville High School	15	10	29	10
Cairo High School			10	10
Caledonia High School	29	11-12	14	11-12
California High School	76	10	33	10
Calhoun High School	15	12	13	9-10
Camden High School			17	10-11
Camdenton High School			20	9-10
Canalou High School			18	11-12
Canton High School	35	10	28	10
Cardwell High School	37	10	54	10
Carrollton High School	35	10-11	42	12
Carthage High School	50	10	35	10
Cassville High School	35	10	36	10

TABLE XXIV (Continued)

<u>Location and Name of School</u>	<u>1946-1947</u>		<u>1947-1948</u>	
	<u>Enroll- ment</u>	<u>Grade Level</u>	<u>Enroll- ment</u>	<u>Grade Level</u>
Centerville High School	23	11-12	36	10-12
Centerview High School			9	10
Central High School (St. Joseph)			48	9
Central High School (Cape Girardeau)	11	10	8	10
Chadwick High School	8	11-12	6	11
Chaffee High School			24	10
Chamois High School	16	10-12	31	10-12
Charity High School			19	11-12
Cherryville High School	21	11-12		
Chillicothe High School	34	10	56	9-10
Civil Bend High School (Pattonsburg)			2	11-12
Clarence High School	24	10		
Clarksdale High School			26	11-12
Clarkton High School	21	11-12		
Clearmont High School	19	9		
Clayton High School	16	9	10	9
Cleveland High School	13	10	4	10
Clever High School	7	10	26	10
Clifton Hill High School	9	11-12	13	11
Clinton High School	39	10	47	9-10
Cole Camp High School	31	10	34	10
Conception High School	14	12	13	12
Couch High School	30	10-11	30	10
Crane High School			31	10-11

TABLE XXIV (Continued)

<u>Location and Name of School</u>	<u>1946-1947</u>		<u>1947-1948</u>	
	<u>Enroll- ment</u>	<u>Grade Level</u>	<u>Enroll- ment</u>	<u>Grade Level</u>
Cross Timbers High School			24	11-12
Cuba High School	44	10	18	10
Dadeville High School			6	11-12
Dearborn High School			26	10-11
Deepwater High School	26	9-10		
DeKalb High School	20	11-12		
Delta High School	36	10-12		
Des Arc High School	18	10-12		
Diamond High School	12	10-11	5	10-12
Dixon High School	34	10	34	10
Fred Douglass High School (Columbia)			6	12
Douglass High School (Festus)	17	10	26	10
Douglass High School (Hannibal)	17	10	24	10
Douglass High School (Lexington)	22	11-12		
Douglass High School (Webster Groves)	19	10-11	21	10-11
Dover High School			13	11-12
Downing High School	9	10	21	10
Easton High School	11	11		
Edina High School	37	10	30	10
Elkland High School			15	9-12
Ellington High School			19	10-11
Elmer High School	11	10-12		
Elmo High School			10	11-12
Elsberry High School	31	10		

TABLE XXIV (Continued)

<u>Location and Name of School</u>	<u>1946-1947</u>		<u>1947-1948</u>	
	<u>Enroll- ment</u>	<u>Grade Level</u>	<u>Enroll- ment</u>	<u>Grade Level</u>
Emerson High School	19	10		
Eminence High School	28	10	25	11
Eolia High School	21	11-12		
Essex High School	14	10-11	29	10-12
Ethel High School			24	9-10
Eugene High School			36	10-12
Eureka High School	88	10-11	82	10-11
Everton High School	29	10	21	10
Ewing High School	11	11	15	10
Excelsior Springs High School	39	11-12	42	11-12
Fairfax High School	29	10	22	10
Fair Play High School			41	9-10
Fairview (West Walnut Manor, St. Louis)	42	10		
Farmers High School			13	10-12
Farmington High School	25	10-11	31	10
Faucett High School	13	11-12		
Festus High School	40	10-12		
Fillmore High School	12	10	16	10
Fisk High School	36	10-12	22	10-11
Flat River High School	51	10	63	10
Fornfelt High School	11	10		
Forsyth High School	34	10-12	38	10
Francis Howell High School (St. Charles)	17	10		
Frank Clay High School	24	9-10		

TABLE XXIV (Continued)

<u>Location and Name of School</u>	<u>1946-1947</u>		<u>1947-1948</u>	
	<u>Enroll- ment</u>	<u>Grade Level</u>	<u>Enroll- ment</u>	<u>Grade Level</u>
Frankenstein High School (Bonnots Mill)			9	11-12
Frankford High School			19	9-10
Franklin (St. Charles)	31	9-10		
Fredericktown High School	22	11	30	11-12
Freeman High School			17	11-12
Fremont High School			43	10-12
Fulton High School	30	9-10	21	9-10
Gainesville High School	56	9-10	38	9-11
Galena High School	16	10-12		
Galt High School	30	10-12	20	10
Garrison High School (Liberty)			9	11-12
Gilliam High School	17	11-12		
Gilman High School	17	11	26	11
Glasgow High School	11	10-12	42	10-11
Goodman High School			36	10-12
Gower High School			28	10-12
Grain Valley High School	35	10		
Grand Pass High School			13	11-12
Granger High School			18	10-12
Gray Ridge High School	28	11	15	11-12
Greencastle High School			6	10
Green City High School	12	11		
Green Ridge High School	14	12		
Greentop High School	19	10		

TABLE XXIV (Continued)

<u>Location and Name of School</u>	<u>1946-1947</u>		<u>1947-1948</u>	
	<u>Enroll- ment</u>	<u>Grade Level</u>	<u>Enroll- ment</u>	<u>Grade Level</u>
Greenwood High School (Springfield)			7	11-12
Halfway High School			16	11-12
Hamilton High School	16	9-10	16	9-10
Hannibal High School	92	10-11	99	10-11
Hartville High School			27	11-12
Hayti High School	27	10-12		
Henryietta High School	23	11-12		
Herculaneum High School	28	10		
Herman High School	46	10-11	49	10-11
Hermitage High School			6	12
Hickman High School	76	10		
Higbee High School	14	11-12	2	12
Hillsboro High School	34	10-11	32	10-11
Holden High School	22	11-12	35	11-12
Hornersville High School			16	11-12
Houston High School	65	10	77	12
Hubbard High School (Sedalia)	42	10	15	10
Huntsville High School	31	10	17	10
Hurley High School	39	10-11		
Iberia High School	23	10-12		
Illasco High School			14	11-12
Illmo High School	21	10		
Independence High School	99	10	143	10-11
Ironton High School	36	9-10		

TABLE XXIV (Continued)

<u>Location and Name of School</u>	<u>1946-1947</u>		<u>1947-1948</u>	
	<u>Enroll- ment</u>	<u>Grade Level</u>	<u>Enroll- ment</u>	<u>Grade Level</u>
Jamesport High School	27	10	25	10
Jamestown High School			23	11-12
Jasper High School	7	10	24	10
Jefferson City High School	73	9-10	70	9-10
Jennings High School			27	10
John F. Hodge High School (St. James)	51	10	58	10
Jonesburg High School	19	10	18	10
Joplin High School	150	10	135	10-11
Kahoka High School	29	10	24	10
Kearney High School			15	10-11
Keytesville High School	18	10	5	10
Kewanee High School			28	10-12
Kidder High School	19	10-11		
King City High School	23	10	17	10
Kinloch High School			23	11
Kinloch High School	29	11		
Knox City High School	18	10	9	10
Koshkonong High School	11	11-12		
LaBelle High School	21	10	12	10
Laclede High School			37	10-11
Ladonia High School			20	9-10
Lafayette High School (St. Joseph)	87	9	119	9
La Grange High School	10	10		
La Monte High School	14	10		

TABLE XXIV (Continued)

<u>Location and Name of School</u>	<u>1946-1947</u>		<u>1947-1948</u>	
	<u>Enroll- ment</u>	<u>Grade Level</u>	<u>Enroll- ment</u>	<u>Grade Level</u>
Laredo High School	27	10-12		
Lawson High School	29	10	16	10
Leeton High School			22	11-12
Lemons High School	16	11-12	10	10
Lesterville High School	14	10-12		
Levasy High School	9	10	9	10
Lewistown High School	25	10	12	10
Lexington High School	23	9	16	9
Liberal High School	24	9-12	8	9-10
Licking High School	39	10	45	10
Lilbourn High School	32	10	18	10
Lincoln High School (Joplin)			13	10
Lincoln High School			18	10-12
Lincoln High School (Springfield)			8	10-11
Linneus High School	20	10	17	10
Livonia High School	21	10-12		
Lowry City High School	21	10		
Lucerne High School	14	10	8	10
Luray High School	8	10		
Macks Creek High School	35	9-12	24	9-12
Madison High School	25	10		
Maitland High School	29	10-12	19	9-10
Malta Bend High School	19	11-12		
Maplewood High School	34	11-12		

TABLE XXIV (Continued)

<u>Location and Name of School</u>	<u>1946-1947</u>		<u>1947-1948</u>	
	<u>Enroll- ment</u>	<u>Grade Level</u>	<u>Enroll- ment</u>	<u>Grade Level</u>
Marceline High School	25	10		
Marion C. Early High School (Morrisville)			12	10-12
Marionville High School	42	10-12	35	10-11
Marquand High School			29	11-12
Marston High School	9	12	20	11-12
Marthasville High School	12	10-12		
Martinsburg High School			35	10-12
Maryville High School	18	10-11	28	10-12
Mayview High School			5	10
Meadville High School	25	10	25	10
Mehlville High School (Lemay)	26	10-12	28	10-11
Memphis High School	15	10-12		
Mendon High School			12	11-12
Metz High School	6	11-12		
Miami High School			20	No Record
Midway High School (Stark City)	35	10-12		
Milan High School	29	10-11	27	10-12
Minden High School (Mindenmines)	14	12		
Mine La Motte High School			8	11
Mirabile (Polo) High School	10	11-12		
Moberly High School	68	11	57	11
Mokane High School	27	10	12	10
Monroe City High School	21	10	23	11
Montgomery City High School	28	11-12	35	11-12

TABLE XXIV (Continued)

<u>Location and Name of School</u>	<u>1946-1947</u>		<u>1947-1948</u>	
	<u>Enroll- ment</u>	<u>Grade Level</u>	<u>Enroll- ment</u>	<u>Grade Level</u>
Montrose High School			17	10
Morehouse High School	27	10		
Morley High School			14	10-11
Mound City High School	14	10	28	10
Mountain Grove High School	93	9	82	10-11
Mount Moriah High School	17	11-12		
Mt. Vernon High School	37	10-12	34	10
Napoleon High School	10	10		
Napton High School	6	10		
Naylor High School	29	10		
Neelyville High School			37	10
New Bloomfield High School			13	10-12
Newburg High School	21	10	25	10-11
New Cambria High School			16	11-12
New Franklin High School	19	10	21	10
New Hampton High School			12	10
New London High School			16	10-12
New Madrid High School	15	10		
New Point High School			11	9-10
Niangua High School	34	10-12		
Norborne High School			15	10
North Kansas City High School	60	10	57	10
Norwood High School			33	11-12
Novinger High School	22	10	31	10

TABLE XXIV (Continued)

<u>Location and Name of School</u>	<u>1946-1947</u>		<u>1947-1948</u>	
	<u>Enroll- ment</u>	<u>Grade Level</u>	<u>Enroll- ment</u>	<u>Grade Level</u>
Oak Grove High School			31	10-12
Odessa High School	36	10	33	10
Oregon High School	34	10	14	10
Orrick High School	12	10-12		
Osceola High School	18	10-11	27	10-11
Otterville High School			8	12
Owensville High School	36	10	42	10
Ozark High School	35	10	38	10
Pacific High School	42	10-12	35	10
Palmyra High School	35	11-12		
Parkville High School	30	10-12		
Parnell High School			12	12
Patton High School	38	10-11		
Pattonsburg High School	21	10	30	10
Pattonville High School	39	11-12	20	10-12
Peculiar High School			8	10-12
Perry High School			22	10-12
Perryville High School	36	10-11	80	10-11
Philadelphia High School			9	10
Phillipsburg High School	28	10		
Pickering High School	9	11-12	20	10
Pickett High School	7	10	5	10-11
Piedmont High School	35	10	51	10
Pierce City High School	26	10-11	33	10-12

TABLE XXIV (Continued)

<u>Location and Name of School</u>	<u>1946-1947</u>		<u>1947-1948</u>	
	<u>Enroll- ment</u>	<u>Grade Level</u>	<u>Enroll- ment</u>	<u>Grade Level</u>
Pipkin High School (Springfield)	57	9	63	9
Plato High School	25	10		
Platte City High School	26	11-12		
Plattsburg High School	23	10	17	10
Polo High School	29	10	26	10
Poplar Bluff High School	23	11-12	36	11-12
Potosi High School	31	10-12		
Powersville High School	12	11-12		
Prairie Hill High School			22	10-11
Preston High School			13	11-12
Princeton High School	34	11-12	35	11-12
Puxico High School	45	10-12	45	10
Queen City High School	28	10	15	10
Qulin High School	62	10	32	10
Ravenwood High School	11	11		
Reeds Spring High School	29	10	25	10-11
Renick High School	19	10-12	17	10-12
Revere High School	17	10	15	10
Richards High School			14	11-12
Riverview Gardens High School (Baden Station)	8	12	22	10-12
Rosendale High School	9	10	23	9-10
Rothville High School	13	11-12	14	10-11
Rushville High School			21	11-12
Rutledge High School	12	10		

TABLE XXIV (Continued)

<u>Location and Name of School</u>	<u>1946-1947</u>		<u>1947-1948</u>	
	<u>Enroll- ment</u>	<u>Grade Level</u>	<u>Enroll- ment</u>	<u>Grade Level</u>
Sarcoxie High School	42	10	62	10-12
Savannah High School	51	10	27	10
Schell City High School			7	10-12
School of the Osage High School (Lake Ozark)	9	11-12		
Seligman High School			17	10
Senior High School (Springfield)	62	12	74	12
Seymour High School	39	10	41	10
Shelby High School	25	9-10		
Shelbyville High School			21	10
Sheldon High School	17	10-12		
Sheridan High School	17	10	26	10
Sikeston High School	19	10-11	32	10
Silex High School			19	11-12
Smith-Cotton High School (Sedalia)	179	10	150	10
Southwest City High School			12	10
Sparta High School	32	10	23	10
Spickard High School	24	10-11	24	10-11
St. Charles High School	23	10	24	10
St. Clair High School	27	10-11	27	10-11
St. Clement High School (Bowling Green)			14	9-10
St. Elizabeth High School	10	10	14	10
St. Marys High School			32	10-12
St. Patrick High School			17	11-12
Stanberry High School			52	10-11

TABLE XXIV (Continued)

<u>Location and Name of School</u>	<u>1946-1947</u>		<u>1947-1948</u>	
	<u>Enroll- ment</u>	<u>Grade Level</u>	<u>Enroll- ment</u>	<u>Grade Level</u>
Stewartsville High School	13	10-12	21	10
Stotesbury High School			5	10-12
Stover High School	44	10		
Strafford High School			19	9
Sturgeon High School			39	9-10
Summersville High School	43	9-10	23	10-12
Sweet Springs High School	17	10		
Tarkio High School	22	9	13	10
Thayer High School	29	11-12	30	11-12
Thomas Hill High School (Clifton Hill)	13	11-12		
Thomasville High School			22	11-12
Tilden High School	15	10		
Tina High School			26	10-12
Trenton High School	89	10	69	10-12
Troy High School	32	10	28	10
Tunas High School	18	11-12		
Tuscumbia High School			14	10-11
Urbana High School			26	10-11
Urich High School	7	10	12	10
Valley Park High School			35	10
Van Buren High School	14	10		
Vanduser High School			13	10
Wakenda High School			9	10-12
Wardell High School	14	12		

TABLE XXIV (Continued)

<u>Location and Name of School</u>	<u>1946-1947</u>		<u>1947-1948</u>	
	<u>Enroll- ment</u>	<u>Grade Level</u>	<u>Enroll- ment</u>	<u>Grade Level</u>
Warrensburg High School	27	10	21	10
Washburn High School			14	10-11
Watson High School	12	10	6	10
Waverly High School	26	10		
Wayland High School	22	9-10		
Weaubleau High School	20	10	21	10
Webb City High School	69	10	70	10
Webster Groves High School	28	9		
Wellington High School			14	10
Wellston High School	10	10-12	26	10-12
Wellsville High School	7	10-11	26	10-11
Wentzville High School	33	10	25	10
Weston High School	24	10	15	11-12
West Plains High School			31	10-11
Wheaton High School	25	10	32	10
Wheeling High School	8	10	14	10
Windsor High School	23	10	21	10
Windyville High School			18	11-12
Winfield High School			4	12
Winona High School	20	10		
Winston High School			28	10
Wright City High School	20	10-12		
Wyaconda High School			21	10-11
Zalma High School			20	11

Typist

Victor L. Van Hook