

ADMINISTRATION

A50. INTRODUCTION TO SCHOOL ADMINISTRATION. Two hours credit. The theory and practice of the administration of schools, outside of the classroom, with special reference to the legal, financial, and social background involved. The Kansas school laws are covered in this course, meeting requirements of the State Board of Education. This course is one of the required components of the Fundamentals Group. Fee, \$1. 7:30-8:20. Althaus.

A158. VISUAL EDUCATION IN ELEMENTARY AND SECONDARY SCHOOLS. Two hours credit. The theory and administrative practice of visual education, types of equipment, sources of supply, maintenance, and relative educational values of accepted modes of visual education. Prerequisite, 15 hours of Education. 11:30-12:20. Montgomery.

A159-273. ADMINISTRATION OF SMALLER SCHOOLS AND CITY SCHOOL ADMINISTRATION. Three hours credit. A study of the administrative problems of school systems in third-class and smaller second-class cities, consolidated, community and rural high-school districts. Prerequisite, the Fundamentals Group. 8:30-9:20. Jacobs.

A250. ORGANIZATION AND ADMINISTRATION OF ELEMENTARY SCHOOLS. Three hours credit. Intended to familiarize school superintendents, principals and teachers with distinctive successes and problems as found in elementary school organization and practice; also to provide understanding, discussion and criticism of recent developments in this important division of the school system. Its functions, program, articulation, equipment and special features, such as library, guidance, and recreation will receive attention. A study of the best in elementary school developments or experiments will be given emphasis, rather than detailed administrative procedure. Prerequisite, 15 hours of Education. 8:30-9:20. Ullrich.

A304. SEMINAR IN EDUCATIONAL ADMINISTRATION. Required without credit of all graduate students who elect to do research in educational administration (A399). By appointment. Staff.

A351. ADULT EDUCATION, AIMS, METHODS AND ORGANIZATION. Two hours credit. This course considers the fundamental principles in adult education and examines the various developments in this field. The origins, social philosophies, objectives, methods, and results of the different types of adult institutions will be studied. A partial list of types to be examined includes: Public schools, university extension, Smith-Lever agricultural extension, Smith-Hughes vocational education, private vocational courses for adults, libraries, parent education, workers' education, industrial classes, people's colleges, opportunity schools, etc. Some time will be devoted to the radio, club activities, and public forums as agencies in adult education. Prerequisite, 15 hours of Education. Students should in each case consult an adviser and obtain the consent of the department before enrolling in this course. 9:30-10:20. Russell.

A371. ADMINISTRATION OF THE CURRICULUM. Two hours credit. Intended for superintendents, principals and other staff members charged with the organization, installation and administration of the curriculum. Discussion, investigation, and reports on the following and other related topics: Special responsibilities of the administrator in initiating and directing curriculum construction, administrative set-up, methods, procedures and costs of operation of temporary and continuous programs; special problems involved in organizing both the integrated and subject-matter types of curricula; techniques for evaluation and appraisal of procedures; organization of state and local programs. Prerequisite, 15 hours of Education. 10:30-11:20. Althaus.

A376. THE BUSINESS ADMINISTRATION OF CITY SCHOOLS. Three hours credit. An intensive study of current practice in school accounting, budget making, financial reporting, pay-roll procedure, purchase, storage and distribution of supplies, insuring school property, operation and maintenance of the school