806. Seminar in Taxation Practice
(AFA 806.) Spring. 1(1-0) May reenroll for a maximum of 2 credits. Program in Professional Accounting students or approval of department; ACC 401 or ACC 441, ACC 802. Presentations on techniques, specific issues, and case studies by taxation professionals, faculty and graduate students.

811. Advanced Accounting Information Systems
(AFA 821, AFA 811.) Winter. 4(4-0) Program in Professional Accounting students or approval of department; ACC 421 or ACC 441. Advanced file organization methods in constructing accounting information systems. Accounting implications of data base processing, on-line systems, and systems analysis and design.

812. Advanced Managerial Accounting
(AFA 820, AFA 812.) Fall. 4(4-0) Program in Professional Accounting students or approval of department; ACC 420 or ACC 442. Concepts and rationale underlying managerial accounting methods. Alternative approaches to cost control, segment performance measurement, and transfer pricing. Budgetary philosophy, organization, and evaluation.

814. Auditing Issues
(AFA 810, AFA 814.) Spring. 4(4-0) Program in Professional Accounting students or approval of department; ACC 440 or ACC 442. Statistical sampling and computer audit applications; auditors' legal responsibilities, audit risk analysis and judgments; extensions of the audit function; auditing theory development and research.

815. Contemporary Accounting Theory
(AFA 890, AFA 815.) Winter. 4(4-0) Program in Professional Accounting students or approval of department; ACC 440. Theoretical accounting models; review of historical development of accounting thought. Nature and measurement of assets, liabilities, equity, revenue, expense, and income.

816. Contemporary Accounting Issues
(AFA 801, AFA 816.) Spring. 4(4-0) Program in Professional Accounting students or approval of department; ACC 815. Examination of current corporate financial reporting practices and problem areas.

817. Quantitative Applications in Accounting and Finance
(AFA 817.) Winter. 4(4-0) MGT 933. Interdepartmental with and administered by the Department of Finance and Insurance. Application of quantitative techniques to accounting, finance, and control activities, especially involving the data requirements of managerial decision models.

819. Research Techniques in Accounting and Finance
(AFA 819.) Spring. 4(4-0) MTH 113, ED 960C. Interdepartmental with the Department of Finance and Insurance. Properties of time series in accounting and finance with emphasis on ARIMA model and transfer function model development. Applications and potential research areas.

839. Accounting Concepts and Processes

840. Managerial Accounting

890. Special Problems
(AFA 890.) Fall, Winter, Spring. Summer. Variable credit. Approval of department.

900. Seminar in Accounting Theory
(AFA 900.) Fall, Winter, 4(4-0) Theory construction and verification. Alternative approaches to structuring accounting theories. Formulation of research projects in accounting.

901. Seminar in Management Accounting
(AFA 901.) Winter. 4(4-0) Research on the use of accounting information by managers and on the impact of accounting information on managerial decision making.

902. Seminar in Accounting Research
(AFA 902.) Spring, 1 to 4 credits. May reenroll for a maximum of 6 credits if different topics are taken. Doctoral students. Research and research methodology in special accounting topics such as information economics, information systems, auditing, taxation, and behavioral accounting.

999. Doctoral Dissertation Research
(AFA 999.) Fall, Winter, Spring, Summer. Variable credit. Approval of department.

ADMINISTRATION AND CURRICULUM

EAC

332A. Introduction to Driver and Traffic Education
(ED 329F.) Fall, Spring. 4(3-2) Valid driver's license. Introduction to and an analysis of the driving task. Theory and practical application will be provided.

401. Sociology of Education
(ED 401.) Winter. 4(4-0) SOC 241. Interdepartmental with and administered by the Department of Sociology. School as a social institution; school-community relations, social control of education, and structure of school society.

415. Student Leadership Training
(ED 415S.) Fall, Winter, Spring. 2(0-3) May reenroll for a maximum of 4 credits if different topic is taken. Approval of instructor. Prepares students for leadership roles and responsibilities by encouraging the development of skills and techniques consistent with the principles of our democratic society.

430. Teacher Preparation in Motorcycle Education
(ED 430.) Spring, 4(3-2) EAC 332A, teaching certificate or College of Education major, Motorcycle Endorsement. Development of teacher competencies in developing, organizing, and teaching motorcycle safety education courses for novice drivers. Examination of existing curricula, teaching aids, and resources. Practice teaching of novice drivers.

432A. Laboratory Programs in Driver and Traffic Education
(ED 426G.) Spring, Summer. 5(3-4) EAC 332A. Examination of the aims, objectives and role of laboratory programs in driver and traffic education. Directed laboratory experiences with new drivers will be provided.

432C. Organization and Administration of Driver and Traffic Education
(ED 429H.) Fall. Summer of even numbered years. 3(3-0) EAC 332A. Organizational and administrative aspects of driver and traffic education as they relate to the total school and other specialized programs. Historical and philosophical aspects, evaluation, related professional organizations, and occupational opportunities.

432E. Personality Factors in Driver and Traffic Education
(ED 429J.) Winter. Summer of odd numbered years. 3(3-0) EAC 332A. Study of behavior with emphasis on attitudes, motivation, and adjustment and their relationship to unsafe driving. Various techniques, methods appropriate in identifying, understanding, and modifying unsatisfactory behavior.

432G. Fundamentals of Traffic Law
(ED 429K.) Spring. 3(3-0) Interdepartmental with the School of Criminal Justice. Nature, function and application of traffic law as it applies to the safe and efficient movement of people and goods in a broadly conceived traffic accident prevention program.

432K. Methods and Materials in Driver and Traffic Education

432M. Curriculum Development in Driver and Traffic Education
(ED 429M.) Spring. 3(3-0) EAC 432A, EAC 432K. Philosophical basis of curriculum construction. Trends in driver education curriculum development. Development of model curricula for two, three and four phase driver education programs using accepted principles of curriculum construction.
433. Alcohol: A Social Dilemma
(ED 433) Winter. 3(3-0) Juniors or approval of college. Interdepartmental with and administered by the School of Criminal Justice. Substance abuse with emphasis on beverage alcohol. Sociological, psychological and medical aspects. Prevention, treatment, rehabilitation.

438A. Classroom Management in Business and Distributive Education
(ED 471E) Fall, Spring. 4(3-2) or T 200 or T 200A or T 200B or T 200C, T 220 or approval of department. Principles and practices of using materials and media; using community resources; providing directed occupational experiences; how-to-individual instruction; evaluating student achievement.

482. Seminars in Administration and Curriculum
(ED 482) Fall, Winter, Spring, Summer. 1 to 8 credits. Approval of department. Seminars in the various fields of emphasis in educational administration and curriculum.

483. Readings and Independent Study in Administration and Curriculum
(ED 483) Fall, Winter, Spring, Summer. 1 to 8 credits. May reenroll. Approval of department. Study on an individual basis in the various fields of emphasis in education.

484. Field Experience in Administration and Curriculum
(ED 484) Fall, Winter, Spring, Summer. Variable credit. May reenroll for a maximum of 12 credits. Approval of department. Supervised undergraduate practicums in education.

800. Crucial Issues in Education
(ED 800) Fall, Winter, Spring, Summer. 3(3-0) Approval of department. Problem analysis of timely issues in education analyzing their legal, historical, sociological, and philosophical dimensions. Attention centered on problems of continuing concern. Particular attention devoted to the role of the teaching profession in issues involving public policy.

801A. Seminars in Social and Philosophical Foundations of Education: Philosophy of Education
(ED 801A) Fall, Winter, Spring, Summer. 3(3-0) Approval of department. Identification of underlying philosophical problems in education. Use of philosophical methodologies in resolving these problems. Development of a consistent personal philosophy of education.

801B. Seminars in Social and Philosophical Foundations of Education: Modern Philosophies of Education
(ED 801F) Spring. 3(3-0) EAC 891A. Critical analysis and evaluation of leading modern philosophies of education and their implications for practice, such as: existentialism, idealism, personalism, realism, reconstructionism.

801C. Seminars in Social and Philosophical Foundations of Education: Social Criticism and Education
(ED 801D) Fall. 3(3-0) EAC 801A. Approval of department. Educational implications of critical analyses of contemporary society. Particular attention given to discrepancies between ideology and practice. Building school programs designed to cope with cultural inadequacies.

802. Education in the U.S.A.
(ED 802A) Fall. 3(2-4) Passed English Language Center examination or approval of department. Designed to provide first term foreign students in graduate programs with theoretical and experiential background in American education.

803A. Comparative and International Education
(ED 803A) Spring. 3(3-0) Approval of department. Objectives, content, methodology, research problems of comparative and international education analyzed. Social and cultural forces affecting educational planning and institution building studied. Agencies involved in international education identified.

803B. Historical and Comparative Foundations of Education: Education in the Western World
(ED 804E) Fall. 3(3-0) Approval of department. Comparative study of educational systems and philosophies of Canada, England, France, Russia, and other Western countries. Visiting foreign educators. Field trip to Canada.

803C. Historical and Comparative Foundations of Education: Education in the Non-Western World
(ED 804F) Winter. 3(3-0) Approval of department. Comparative study of educational systems and philosophies of Asian and African countries to gain insight into the origins of American educational system. Visiting foreign educators.

804A. Historical and Comparative Foundations of Education: History of American Education
(ED 804A) Winter. 3(3-0) Approval of department. Development of educational thought and practice in the United States. Importance of cultural influences. A critical examination of progress toward educational goals. Implications of historical background for present problems.

805A. Educational Development Planning: Basic Concepts
(ED 879) Winter. 3(3-0) Approval of department. Basic concepts of economic, social and political development are studied as they place demands upon educational planners to cope with them. The distribution of development benefits is stressed.

805B. Educational Planning and National Development
(ED 880) Spring. 3(3-0) EAC 895A. Formulation of educational development strategies and plans to deal with crucial national and community development problems areas paying particular attention to meeting the special needs of audiences with special problems.

810A. Principles of Curriculum Improvement
(ED 820) Fall, Winter, Spring, Summer. 3(3-0) Experience in teaching. Approval of department. Principles of curriculum improvement will be developed through the critical analysis of practices found in public schools.

810C. Curriculum Construction
(ED 821A) Fall, Winter, Spring, Summer. 3(3-0) EAC 801A. Approaches to curriculum construction; organization and function of personnel; initiating and evaluating curriculum change; curriculum research.

812A. Elementary School Curriculum
(ED 881) Fall, Winter, Summer. 3(3-0) Regular admission to graduate program and approval of department. Curriculum definition as related to purposes of the elementary school; foundations and rationale for curriculum study, revision, and improvement; procedures and organizational aspects of curriculum planning; key components of new educational curricular designs.

812C. Seminar in Middle School Curriculum
(ED 821D) Spring, Summer. 3(3-0) Contrasting patterns of programs for early adolescent age range and characteristics of middle school pupils: problems and potential of the middle school.

812E. The Secondary School: Role, Function and Structure
(ED 871) Fall, Winter, Summer. 3(3-0) Teaching experience in secondary school classrooms. Examines the role, function and structure of various secondary schools. Emphasizes the relationships that do and should exist with other components of the educational enterprise as well as with external agencies, organizations and institutions.

814A. Elementary Education Trends and Current Research
(ED 862) Fall, Spring, Summer. 3(3-0) Completion of 27 credits of graduate course work on a regular program and approval of department. Advanced graduate students (those nearing completion of the M.A. program or on the doctoral program) are given an opportunity to explore current research activities.

814C. The American Secondary School Student
(ED 872) Fall, Spring, Summer. 3(3-0) Teaching experience in secondary school classrooms. Focuses upon the issues and problems confronting the secondary school student as an adolescent and/or young adult. Attention is given to the relevance of school curricula and staff competencies to meeting these needs of secondary school students. Emphasis will be placed upon developing guidelines for needed change.

816A. Creativity in Education
(ED 656) Fall. 3(3-0) Teaching Experience. Definitions, manifestations, processes and theories of creativity, experiences with modes of creative expression and problem solving techniques. Development and application to the education profession. Field trips may be required.
816C. Futurities and Education
(ED 857.) Spring, Summer. 3(3-0)
Teaching experience.
Current educational programs in futurities. Development of concepts, materials and programs related to education in and for the future. Proposed methodology for the future.

816E. Instructional Simulation
(ED 823.) Fall, Summer. 3(3-2) Teaching experience.
Design and use of simulations and instructional games in the curriculum for development of social skills, values and affects.

816G. Stress in Elementary School Children
(ED 861A.) Winter. 3(3-0)
Stressful events and conditions in children's lives. Review, analysis and practice of available identification procedures and intervention strategies which can be applied by regular classroom teachers in the school setting.

816J. Studies in Nonformal Education
Summer. 4(3-2) Approval of department.
International invitational workshop for specialists, project planners, staff trainers and practitioners. Worldwide selection of contemporary case studies of nonformal education. Focus is on out-of-school education for development.

816K. Curriculum for Nonformal Education
(ED 821E.) Winter. 3(3-0) EAC 810A, EAC 810C or EAC 860.
Principles of curriculum related to non-formal education programs. Consideration of various fields of out-of-school education and training associated with community level rural and urban human resource development.

816L. Teaching for Cross-Cultural Perspective
Summer. 6(4-4) Approval of department.
A workshop offered in appropriate locations, usually overseas, to study and experience the problems, issues and instructional opportunities confronting the teacher or consulting specialist in 'culture learning.'

818A. Introduction to Education of Gifted Students
(ED 889L.) Fall, Summer. 3(3-0) Graduate students.
History and theory of educating gifted students. Current developments in the field, promising programs and practices.

818C. Classroom Strategies for Teaching Gifted Students
(ED 889M.) Spring. 3(3-0) EAC 818A.
Theory of classroom language for teaching students, K-12. Curricular designs and materials for academic areas. Students pursue individual indepth studies.

820A. Problems in Elementary Reading Instruction
(ED 830C.) Fall, Winter, Spring, Summer. 3(3-0) Graduate student in education; undergraduate methods course in reading; approval of department.
For experienced teachers. Includes consideration of the basic aspects of ability to read, desirable reading attitudes, habits, and skills. Practices and materials used in reading programs are examined and appraised. Outstanding investigations dealing with problems in this area are studied and evaluated.

820C. Methods in Reading at the Secondary Level
(ED 830D.) Fall, Winter, Spring, Summer. 3(3-0) Graduate students; teaching experience; approval of department.
Analysis of the reading problems of high school and college students. Material and procedures for identifying the reading attainments and needs of the individual. Basic principles and techniques for improving reading skills.

820D. Reading and Learning in Content Area Subjects
Fall, Winter, Spring. Summer. 3(3-0)
Graduate student or approval of instructor.
Developing reading comprehension abilities in content area subjects. Based on theories of interactive language development, the course presents methodology designed to help teachers develop literacy on levels 4-12.

820E. Diagnosis of Reading Difficulties
(ED 830F.) Fall, Winter, Spring, Summer. 3(2-2) Graduate students in education; EAC 820A or EAC 820C or approval of department.
Causes and types of reading retardation are considered, and procedures for working with retarded readers are examined. Laboratory experiments in administering and interpreting standardized and informal tests are provided.

820G. Clinical Practice in Remedial Reading
(ED 830G.) Fall, Winter, Spring, Summer. 3(3-0)
Students work with individual cases, observe and practice group procedures in the University reading clinic.

820K. Seminar in Developmental Reading
(ED 830I.) Fall, Winter, Spring, Summer. 3(3-0) EAC 820G.
Focuses on subject matter of reading and teaching instructional factors which psychologically influence the development of reading skills, the implementation of developmental reading programs and evaluation of such programs.

820M. Seminar in Diagnostic and Remedial Reading
(ED 830J.) Fall, Winter, Spring, Summer. 3(3-0) EAC 830G.
Focuses on the psychological and physiological nature of reading retardation, the relationships between clinical reading programs and the larger curriculum environment, and the role of the reading diagnostician.

822A. Advanced Methods of Teaching Language Arts
(ED 809.) Fall, Winter, Spring, Summer. 3(3-0) Graduate students.
Survey of principles and instructional methods for teaching listening, speaking and writing attitudes and skills at the elementary and middle school levels; examination of current references and resources through self-selected area of special study.

822C. Children's Writing in the Elementary and Middle School
(ED 809A.) Winter. 3(3-0) EAC 822A.
Methods for stimulating children's expression in a variety of modes of writing research on growth in skills of organization, vocabulary, sentence and paragraph development, and mechanical skills.

822E. Trends and Issues in Language Arts
(ED 849.) Fall, Summer of odd-numbered years. 3(3-0) EAC 822A.
To investigate and criticize trends, issues and research in language arts programming and instruction.

824A. Methods and Materials in Children's Literature
(ED 868.) Fall, Winter, Spring, Summer. 3(3-0) Undergraduate course in children's literature, graduate students.
Critical evaluation and utilization of literature for children.

824C. Trends and Issues in Children's Literature
(ED 863.) Winter and Summer of odd-numbered years. 3(3-0) EAC 824A.
Provides graduate students an opportunity to discuss and evaluate current research related to children's literature as well as juvenile books and to conduct an in-depth study in the field of children's literature.

824E. The Teaching of Critical Reading
(ED 864.) Winter and Summer of even-numbered years. 3(3-0) EAC 824A.
Provides graduate students an opportunity to study current research in critical reading, to identify and evaluate appropriate instructional materials, and to conduct an indepth study in the field of critical reading.

824G. Illustrations in Children's Books
(ED 863.) Spring of even-numbered years; Summer every third year. 3(3-0) EAC 824A.
Significant aspects of graphic arts pertaining to book illustrations especially those in books for children.

826A. Specialized Methods and Materials for Teaching Elementary Science
(ED 845.) Fall, Spring, Summer. 3(3-0) Experience in teaching; approval of department.
Develops additional competency in science education for the experienced teacher at elementary and middle school levels. Specialized methods for individual and group instruction are emphasized and evaluated.

826C. Seminar in Elementary Science Education I
(ED 847.) Winter, Summer. 3(3-0) Experience in teaching; EAC 826A or EAC 315 or approval of department.
Philosophical and psychological concepts relevant to the objectives and implementation of science education and a review of research in teaching science at the elementary level.

826E. Individual Problems in Elementary and Middle School Science Education
(ED 848.) Fall, Winter, Spring. Summer. 1 to 3 credits. May be retaken for a maximum of 9 credits, EAC 826A or EAC 826C, teaching experience.
Identification of one or more problems in elementary or middle school science to be studied independently. Problem analysis would typically include readings, action research and original composition.
### Descriptions – Administration and Curriculum of Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credits</th>
<th>Semester</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>826G</td>
<td>Environmental Education in the School (ED 854.) Spring, Summer. 3(3-0)</td>
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<td>Environmental issues and their implications for educational practices and policies. The role of the school in developing environmental consciousness.</td>
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<tr>
<td>828A</td>
<td>Teaching Elementary School Mathematics (ED 833.) Fall, Summer. 3(3-0)</td>
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<td>Advanced methods and materials used in teaching mathematics concepts in the elementary school.</td>
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<tr>
<td>828C</td>
<td>Teaching Elementary School Arithmetic (ED 835.) Winter. 3(3-0)</td>
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<td>Advanced methods and materials used in teaching concepts of the whole, integer, rational and real number systems including systems of numeration.</td>
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<tr>
<td>828E</td>
<td>Elementary Education: School Mathematics Instruction (ED 836.) Summer. 3(3-0)</td>
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<td>Review of the literature—theoretical and research—on instruction in school mathematics including planning, group instruction, individual instruction, evaluation and instructional materials.</td>
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<tr>
<td>830A</td>
<td>Teaching Elementary School Social Studies (ED 810.) Fall, Winter. 3(3-0)</td>
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<td>Methods and materials used in teaching social studies in kindergarten through the eighth grade.</td>
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<tr>
<td>830B</td>
<td>Social Studies for Gifted Students Fall, Spring. 3(3-0)</td>
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<td>Undergraduate social studies methods course. Approval of instructor. Designing social studies curricula for gifted students, grades K-12. Theory and research, curriculum development processes, state mandates, and exemplary lessons and programs will be stressed.</td>
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<tr>
<td>830C</td>
<td>Social Studies Curriculum K-12 (ED 826.) Winter. 3(3-0)</td>
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<td>Teaching experience. Social studies curriculum planning, development and improvement. Emphasis on holistic K-12 view but each student will be encouraged to concentrate on a selected area or topic.</td>
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<tr>
<td>830E</td>
<td>Improving Secondary Social Studies Instruction (ED 827.) Fall, Spring. 3(3-0)</td>
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<td>Teaching experience. Recent literature, curricular materials, and research in secondary social studies. Individual projects on new curricular developments in one of the following areas: history, geography, civics, economics, sociology, anthropology, or psychology.</td>
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<tr>
<td>830G</td>
<td>Law Focused Education: Method and Materials for the Social Studies (ED 845L.) Winter, Summer. 3(3-0)</td>
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<td>Undergraduate course in Social Studies methods or approval of instructor. Techniques for integrating and teaching law related concepts within school social studies programs. Emphasis placed upon the identification and development of materials for use in the classroom.</td>
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<tr>
<td>830K</td>
<td>Seminar on Global Education (ED 839.) Fall, Spring. 3(3-0)</td>
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<td>Approval of instructor. Issues bearing upon the increasing global interdependence of people and nations; instructional materials and strategies designed to develop global perspectives in American elementary and secondary schools.</td>
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<tr>
<td>832A</td>
<td>Driver and Traffic Education: Innovations in Driver and Traffic Education (ED 841A.) Fall of odd-numbered years. 3(3-0)</td>
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<td>Explanation of the broad spectrum of innovations in driver and traffic education. Particular emphasis will be placed on their adoption and application for improving classroom and laboratory instruction.</td>
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<tr>
<td>832C</td>
<td>Driver and Traffic Education: Motor Vehicle Administration (ED 841D.) Fall of even-numbered years. 3(3-0)</td>
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<td>Functions of motor vehicle administration in highway traffic administration. Driver licensing, motor vehicle registration, and financial responsibility as legal and administrative methods of driver and vehicle control.</td>
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<tr>
<td>832E</td>
<td>Driver and Traffic Education: Principles of Traffic Communications (ED 841C.) Winter of odd-numbered years. 3(3-0)</td>
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<td>Specialized problems involved in traffic safety communications in a transportation centered society. Design and manipulation of the communication process to better understand and influence driver behavior. Planning public information and community support programs.</td>
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<tr>
<td>834A</td>
<td>Program Development in Distributive Education: Principles and Organization (ED 839L.) Fall. 3(3-0)</td>
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<td>Goals, historical background, and trends; contributions to individual development and manpower needs; program organization for secondary, post-secondary, and adult levels; overview of curriculum and instructional strategies; program evaluation.</td>
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<tr>
<td>834C</td>
<td>Program Development in Distributive Education: Curriculum Development (ED 839B.) Winter. 3(3-0) EAC 834A or approval of department.</td>
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<td>Adapting content of marketing and related disciplines to develop occupational competencies; selection of learning experiences; materials, and media; development of performance goals related to career objectives; scope and sequence patterns.</td>
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<tr>
<td>834E</td>
<td>Program Development in Business Education: Seminar in Distributive Education (ED 839D.) Summer. 2 to 3 credits.</td>
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<td>Advanced graduate standing or approval of department. Focus on current issues and problems, curriculum development projects, and research emphasis upon individual investigations and writing.</td>
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<tr>
<td>834R</td>
<td>Improving Instruction in Business Education: Distributive Subject (ED 839C, ED 840D.) Summer. 3(3-0)</td>
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<td>Experience in teaching. Improving instructional processes through research findings, readings, and experience. Objectives, scope and sequence, diagnosis of learning difficulties, selecting learning activities, evaluating achievement, selecting materials, media and equipment. Selecting appropriate teaching strategies; use of the project method, laboratory simulations, on-the-job training, youth organizations, and other methods; evaluation of student achievement.</td>
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<tr>
<td>834A</td>
<td>Curriculum and Program Planning (ED 842A.) Summer of even-numbered years. 3(3-0)</td>
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<td>Needs and goals in education and manpower training for business, general business and economic education; program structure; professional and youth organizations; related legislation and historical background.</td>
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<td>834B</td>
<td>Contemporary Issues in Business Education (ED 842B.) Summer of odd-numbered years. 3(3-0)</td>
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<td>Twenty-four graduate credits or approval of department. Analysis and discussion of selected issues relating to: 1. education for business—structure, manpower needs, legislation, curriculum, training by government and business; 2. curriculum and instruction. Emphasis upon problem-solving and extensive reading.</td>
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<tr>
<td>834E</td>
<td>Seminar—Research in Business Education (ED 842D.) Summer. 2 to 8 credits.</td>
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<td>Prior course in research or approval of department. Emphasis on review of research and developmental projects and application to business education program; study of design particularly to student's personal research interests.</td>
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<tr>
<td>834C</td>
<td>Subrahmar Africa Seminar For course description, see Interdisciplinary Courses.</td>
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<tr>
<td>840A</td>
<td>Program Development in Office Education: Strategy and Structure (ED 843A.) Fall, Summer of even-numbered years. 3(3-0)</td>
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<td>Twenty-four graduate credits in Business or Vocational Education or approval of department. Criteria of vocational office education planning/organizing a program; curriculum patterns including block-time and senior intensive; content scope and sequence; program evaluation; special attention to legislation and curriculum research.</td>
</tr>
</tbody>
</table>
Administration and Curriculum – Descriptions of Courses

840C. Program Development in Office Education: Classroom Systems
(ED 843B) Winter. Summer of odd-numbered years. 3(3-0) Approval of department.

The initiation of new classroom systems in office education, the scope and sequence in office education systems, their curriculum content and instructional objectives. Emphasis on follow up and evaluation design.

840E. Program Development in Office Education: Seminar
(ED 840C) Spring. 3 or 3 credits. Advanced graduate standing or approval of department.

Focus as needed on current issues and problems, curriculum development projects, contemporary research. Emphasis on individual investigations and writing.

840C. Improving Instruction in Business Education: Typewriting and Office Procedures
(ED 840A) Summer of even-numbered years. 3(3-0) Experience in teaching.

Improving instructional processes through research findings, readings, and experience. Objectives, scope and sequence, diagnosis of learning difficulties, selecting learning activities; evaluating achievement, selecting materials, media and equipment.

844A. Curriculum Construction in Industrial Education
(ED 822G) Fall. Summer of even-numbered years. 3(3-0) Approval of department.

Selection of general and specialized areas of study in junior and senior high school and adult industrial education courses. Industrial problems, their relation to a particular community and its needs in relation to instruction.

844E. Instructional Materials in Vocational and Practical Arts Education
(ED 831D) Fall. Summer of even-numbered years. 3(3-0) Approval of department.

For teachers of agriculture, business, home economics, industrial arts and vocational-industrial education. Selection, preparation and use of distinctive materials that characterize shop and laboratory instruction.

844G. Developing Curriculums in Two-Year Colleges
(ED 822S) Summer of odd-numbered years. 3(3-0) EAC 842A, EAC 870E or approval of department.

Occupational curriculum development and course construction. Developmental projects involving community college faculty, students and employers. For prospective teachers and administrative personnel in two-year colleges.

844A. Principles and Programs in Vocational Education and Practical Arts
(ED 822G) Summer of even-numbered years. 3(3-0) Experience in teaching.

Principles of vocational and technical education, comprehensive school program characteristics, program planning. Special emphasis is given to programs in agriculture, distributive, health, and business education. For vocational and practical arts teachers and local coordinators and directors of programs.

844C. Occupational Analysis and Course Construction in Vocational Education
(ED 822F) Winter. Summer of odd-numbered years. 3(3-0) Approval of department.

Techniques of analyzing an occupation to determine the processes, instructional units and curricular arrangements.

846A. Principles in Instructional Procedures
(ED 822G) Fall. Summer of odd-numbered years. 3(3-0) Approval of department.

Principles in instructional procedures in classrooms and laboratories. Emphasis on teaching principles and practices in special areas, business, home economics, and industrial education.

846B. Administration of Office Education: Commercial Supervision
(ED 822B) Winter. Summer of odd-numbered years. 3(3-0) Approval of department.

Application of principles of administration to the administration of business education programs in public and private institutions and federal, state and local educational agencies. Emphasizes competencies required in planning, managing and evaluating vocational programs.

846C. Coordination in Occupational Training Programs
(ED 822P) Spring. Summer of even-numbered years. 3(3-0) Approval of department.

Analysis of objectives and scope of vocational, office, trade and industrial cooperative education programs in the administration of instruction. Emphasizes organizational, instructional, practical and evaluation of cooperative educational programs.

846A. Principles of Business Education and Supervision
(ED 822G) Summer of odd-numbered years. 3(3-0) Approval of department.

Principles of business education and supervision, distributive, and office education programs. Emphasizes instructional principles and practices in special areas, business, home economics, and industrial education.
852D. Administration of Educational Institutions: Business Administration of Schools
(ED 852D.) Winter, Summer. 3(3-0)
Twelve graduate credits in education including EAC 851A, EAC 851B or approval of department.
Exploration of the nature and scope of responsibilities of areas in educational administration. Designed to serve as an initial application of administrative theory for those aspiring to one of the several areas.

852E. Administration of Educational Institutions: Middle School Administration
(ED 852E.) Winter, Summer. 3(3-0)
Twelve graduate credits in education including EAC 851A, EAC 851B or approval of department.
Exploration of the nature and scope of responsibilities of areas in educational administration. Designed to serve as an initial application of administrative theory for those aspiring to one of the several areas. Role of the principal in implementing administrative-theoretical strategies in individualizing instruction including decision making, teaching strategies, home-school-community relations, instructional programming, and differentiated staffing.

852F. Administration of Educational Institutions: The Principal and Individualized Instruction
(ED 852F.) Summer. 3(3-0)
Exploration of the nature and scope of responsibilities of areas in educational administration. Designed to serve as an initial application of administrative theory for those aspiring to one of the several areas. Role of the principal in implementing administrative-theoretical strategies in individualizing instruction including decision making, teaching strategies, home-school-community relations, instructional programming, and differentiated staffing.

853A. Principles of Guidance and Personnel Services
(ED 853A.) Fall, Winter, Spring, Summer. 3(3-0)
Survey of guidance services and their application in an educational setting—elementary and secondary. Introduction to the field of personnel work in schools. Practical guidance problems are considered.

853B. Procedures in Guidance: Counseling and Guidance in the Classroom
(ED 853B.) Fall, Winter, Spring. 3(3-0)
EAC 853A or approval of department.
Examination of factors underlying counseling activities of teachers and administrators. Basic principles, methods, and techniques related to diagnosing, interviewing, consulting, and referring counselees for special assistance are included.

853C. Administration of Educational Programs: Administration of Pupil Personnel and Guidance Programs
(ED 853C.) Spring, Summer. 3(3-0)
EAC 853A.
Designed to promote the study of application of theory and research to specialized program areas. Persons will normally select the section allied to their major program area.

853D. Procedures in Guidance: Practice in Group Counseling Techniques
(ED 853D.) Winter, Summer. 3(3-0)
EAC 853B.
Emphasis upon development of counseling skills through analyzing and leading small groups. Students participate in groups to examine in depth their own self-image and motives. Didactic content is related to experiences in the group.

855. Research in Educational Administration
(ED 855.) Fall, Winter, Spring, Summer. 3(3-0) EAC 851A, EAC 851B, CEP 503.
The identification of an individual research problem and the application of principles and techniques of continuing education in seeking a solution to the problem.

860. Adult Education: A General Survey
(ED 860.) Fall, Spring, Summer. 3(3-2) Approval of department.
Overview of extent, origins, forms, purposes, content, sponsors, methods and guiding theories of continuing education. Recognition of its significance for individuals, institutions, communities, and nations.

861. Continuing Education: Learning Theory and Program Development
(ED 861C.) Winter, Summer. 3(3-2) Approval of department.
Twelve credits in education, approval of department.
Theories of adult learning and community development, their implications for design and management of continuing education, and alternative methods for integrating social and physical environments, materials, media and personnel to increase knowledge and enhance personal and social maturity.

862. Seminar: Continuing Education Leadership in Local Communities
(ED 862.) Fall, Winter, Spring, Summer. 3(3-0) May reenroll for a maximum of 6 credits. Major or approval of department.
Formal and non-formal community education for adults. Administration, agency cooperation, accountability, ethical and political concerns, managing controversy, and balancing objective study with feasibility in programs of personal and community development.

868. Non-Formal Education for Rural Development
(ED 868.) Fall, Winter, Spring. 3(3-0)
General principles relating non-formal education and rural development. Comparison of non-formal, extension, continuing education systems in African, Asian, American, and European rural societies; impact on continuity and change in rural social systems.

869A. Career Education
(ED 869A.) Fall, Summer. 3(3-0)
Historical background, curricular implications and instructional strategies related to kindergarten through secondary education programs. Program content and organization for developing awareness, exploration, decision making and planning skills.
951B. Educational Finance  
(ED 932.) Fall, Summer. 3(3-0) Approval of department.  

951C. Education Law  
(ED 953.) Fall, Winter, Summer. 3(3-0) Approval of department.  
Designed to discover general legal principles and examine laws and agencies that affect educators and educational institutions and their appropriateness to influence law development.

951D. Planning Facility Learning Environments  
(ED 954.) Spring. 3(3-0) Approval of department.  
A multi-disciplinary approach to the learning environment of the individual through lifelong educational experiences. Role of the educator and specialists in facilitating the educational program. Sites, building and equipment.

951E. Educational Personnel Administration  
(ED 955.) Fall, Spring, Summer. 3(3-0) Approval of department.  
Recruitment, selection, orientation, training, salary and fringe benefits, welfare, morale, negotiations, etc., to assist the administrator to function more effectively with personnel.

951F. Planning Change in Educational Organizations  
(ED 956.) Winter, Summer. 3(3-0) Approval of instructor.  
Analysis of research, theory and practice of the change process in educational organizations. Planned change concepts and methods are examined and tested by laboratory and field experiences.

951G. Using Standardized Tests for Decision Making  
(ED 957.) Fall, Spring. 3(3-0) Approval of department.  
School administrative decision-making based on information yielded by standardized tests. Participants will also engage in private consultations with the instructor concerning system or building data.

951H. Professional Lectures in Educational Administration  
(ED 958.) Fall, Spring. 3(3-0) Graduate students in Educational Administration or approval of department.  
Lectures by faculty in Educational Administration in individual faculty research and service interests, exploration of recent research and other scholarly publications.

952A. Externship in Educational Administration  
(ED 971.) Fall, Winter, Spring. 3 credits. May reenroll for a maximum of 27 credits. Present or past position as an educational administrator.  
Discussion of participants' current administrative problems and solution strategies, faculty visits to participants' schools and speakers on issues in educational administration.

952B. Multidisciplinary Seminar in Educational Administration  
(ED 972.) Fall, Winter, Spring. 3 credits. May reenroll for a maximum of 18 credits. 9 credits of EAC 952A.  
Discussion of generic problems and issues in administrative identified and interpreted through selected readings and speakers from the several behavioral sciences.

960. Seminar: Continuing Education in Higher Education Institutions  
(ED 977B.) Winter. 3(3-0) May reenroll for a maximum of 6 credits. Majors or approval of department.  
Patterns, problems, and potential for continuing education in two and four year colleges. Problems of governance, reward system, leadership roles, etc.

970A. The Law of Higher Education  
(ED 990.) Fall, Spring. 3(3-0) Graduate students in College and University Administration, others, approval of instructor.  
Principles and cases of law applied to problems of governance, management, and instruction in post-secondary educational institutions. Emphasis upon personnel and student administration and equity issues.

971A. The Department in Higher Education  
(ED 997.) Winter. 3(3-0) Approval of instructor.  
The Department as an administrative structural element of the University. The duties and responsibilities of the chairperson as they relate to the management of the Department.

971B. Management Systems in Higher Education Administration  
(ED 998.) Fall, Spring. 3(3-0) Graduate students in College and University Administration, others, approval of instructor.  
The application of National Center for Higher Education Management Systems tools to decision making in higher education administration. Resource Requirement Prediction Model 1.6, student flow and faculty activity analysis are major tools investigated.

971C. Evaluation of Higher Education  
(ED 999C.) Spring. 3(3-0) Graduate students in College and University Administration, FAC 972A or approval of instructor.  
Ways in which evaluation takes place in higher education; course examinations, grading, comprehensive examinations, teacher evaluation, institutional evaluation, state surveys, and regional and national studies of higher education problems.

971D. Community College Administration  
(ED 979.) Winter. 3(3-0) Graduate students in College and University Administration. Others, approval of instructor.  
Functional areas of community college administration with emphasis upon instruction, finance and student services including the importance of local, state and federal influences.

973A. College Student Affairs Administration I  
(ED 973.) Fall. 3(3-0) Doctoral students in Student Affairs Emphasis, Others, approval of instructor.  
Emphasis on planning, organization, financing, research, evaluation and administration for programs and services which exist principally to serve individual student needs: counseling, orientation, health, placement, financial aid, etc.

973B. College Student Affairs Administration II  
(ED 974.) Winter. 3(3-0) Doctoral students in Student Affairs Emphasis. Others, approval of instructor.  
Student organizations and activities; student union; on- and off-campus living environments. Emphasis on planning, organization, financing, research, evaluation and administration of these programs and services.

973C. College Student Affairs Administration III  
(ED 975.) Spring. 3(3-0) Doctoral students in Student Affairs Emphasis. Others, approval of instructor.  
Analysis of student rights and responsibilities; academic freedom; regulation of student conduct; systems of governance and judicial processes; legal basis for student personnel programs and administration.

976A. Doctoral Internship in College and University Administration  
(ED 991.) Fall, Winter, Spring, Summer. 3(3-0) May reenroll for a maximum of 12 credits. Doctoral students in College and University Administration, approval of instructor.  
Students intern in on- and off-campus offices and agencies as observers of and participants in the administration of programs particular to their major field of study.

978A. Independent Research in Higher Education Administration  
(ED 946.) Fall, Winter, Spring, Summer. 1 to 6 credits. May reenroll for a maximum of 12 credits. Doctoral students in College and University Administration.  
Supervised and guided in-depth research in literature and research specific to higher education administration which leads to the development of materials such as position papers, articles for publication, and grant and dissertation proposals.

982. Seminars in Administration and Curriculum  
(ED 992.) Fall, Winter, Spring, Summer. 1 to 6 credits. May reenroll for a maximum of 15 credits. Approval of department.  
Seminars in the various fields of emphasis.

983. Readings and Independent Study in Administration and Curriculum  
(ED 993.) Fall, Winter, Spring, Summer. 1 to 9 credits. May reenroll for a maximum of 15 credits. Approval of department.  
Study on an individual or group basis in the various fields of emphasis.

984. Laboratory and Field Experience in Administration and Curriculum  
(ED 994.) Fall, Winter, Spring. 1 to 6 credits. May reenroll for a maximum of 15 credits. Approval of department.  
Supervised advanced graduate practica, observation, internships, and externships in the various areas of emphasis.

999. Doctoral Dissertation Research  
(ED 995.) Fall, Winter, Spring. 1 to 9 credits. Variable credit. Approval of department.  