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Educational Administration Nov 19 2019 Excerpt from Educational Administration: Quantitative Studies The selections quoted or summarized in this volume are deliberately chosen from the work that has been done at Teachers College, Columbia University, in the application of quantitative methods to administrative problems. This seemed best for two reasons. The contents of the volume have thus a natural unity of purpose, method and subject matter. The likelihood is thereby increased that similar volumes will be prepared adapting for students' use the work done by other natural groups of investigators. About the Publisher Forgotten Books publishes hundreds of

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The Practice of Management Jun 19 2022 This classic volume achieves a remarkable width of appeal without sacrificing scientific accuracy or depth of analysis. It is a valuable contribution to the study of business efficiency which should be read by anyone wanting information about the developments and place of management, and it is as relevant today as when it was first written. This is a practical book, written out of many years of experience in working with managements of small, medium and large corporations. It aims to be a management guide, enabling readers to examine their own work and performance, to diagnose their weaknesses and to improve their own effectiveness as well as the results of the enterprise they are responsible for.

Classics of organization theory Dec 01 2020

Administrative Control and Executive Action (Classic Reprint) May 18 2022 Excerpt from *Administrative Control and Executive Action* The Book. The purpose of this book of over seventy readings is to provide a balanced, concise, and varied source for the study of the many-sided aspects of control. It should appeal to those who must exercise control because of their responsibilities, and to those who must study and teach control because of its fundamental importance in administration. About the Publisher Forgotten Books publishes hundreds of thousands of rare and classic books. Find more at www.forgottenbooks.com This book is a reproduction of an important historical work. Forgotten Books uses state-of-the-art technology to digitally reconstruct the work, preserving the original format whilst repairing imperfections present in the aged copy. In rare cases, an imperfection in the original, such as a blemish or missing page, may be replicated in our edition. We do, however, repair the vast majority of imperfections successfully; any imperfections that remain are intentionally left to preserve the state of such historical works.

Introducing Public Administration Aug 21 2022 Updated in its 8th edition, *Introducing Public Administration* provides readers with a solid, conceptual foundation in public administration, and contains the latest information on important trends in the discipline. Known for their lively and witty writing style, Shafritz, Russell, and

Borick cover the most important issues in public administration using examples from various disciplines and modern culture. This approach captivates readers and encourages them to think critically about the nature of public administration today.

The Government of Minnesota, Its History and Administration (Classic Reprint) Jan 26 2023 Excerpt from The Government of Minnesota, Its History and Administration It has been the purpose of the author to present in a small volume a harmonious picture of the history and government of the commonwealth of Minnesota. There is a pressing and crying need for good teaching in civil government, a subject which has been and is largely neglected in our public schools. To facilitate such teaching carefully prepared books are necessary. This volume is an attempt thoroughly to analyze the functions of a State government, and in addition to open the way to teacher and pupil to the sources of information. At the foot of many pages are numerous references, while at the end of the book is an appendix containing historical material for more extensive work than the text affords. With such aid the teacher can go back of text-book statement into the spirit of our commonwealth's institutions. The effort in Chapters I and II is to place the history of the State before the student; following these chapters are two others on the general machinery of the government. The remainder of the book is devoted to the actual workings of the machinery. About the Publisher Forgotten Books publishes hundreds of thousands of rare and classic books. Find more at www.forgottenbooks.com This book is a reproduction of an important historical work. Forgotten Books uses state-of-the-art technology to digitally reconstruct the work, preserving the original format whilst repairing imperfections present in the aged copy. In rare cases, an imperfection in the original, such as a blemish or missing page, may be replicated in our edition. We do, however, repair the vast majority of imperfections successfully; any imperfections that remain are intentionally left to preserve the state of such historical works.

The Administration of Village and Consolidated Schools (Classic Reprint) May 06 2021 Excerpt from The Administration of Village and Consolidated Schools Practically everything that has been written on school administration has been written with the city system in mind. While much of this literature applies in a general way to the village school, much of it does not; and what does apply has to be translated, so to speak. This book has been written to meet the needs of principals of small schools. It is intended also as a textbook for use in normal schools and colleges where young men and women are being trained for the administration of village schools. Two considerations have constantly been held in mind in the preparation of this text: first, the progress which is likely to occur in education in the near future, and to which the village principal must

adapt himself; secondly, the technique of administering schools as they actually are. The aim, in other words, is to help the principal to be both practical and progressive. The authors wish to express gratitude to their colleagues and professional friends, too numerous to mention here by name, who have assisted them in the preparation of these chapters. About the Publisher Forgotten Books publishes hundreds of thousands of rare and classic books. Find more at www.forgottenbooks.com This book is a reproduction of an important historical work. Forgotten Books uses state-of-the-art technology to digitally reconstruct the work, preserving the original format whilst repairing imperfections present in the aged copy. In rare cases, an imperfection in the original, such as a blemish or missing page, may be replicated in our edition. We do, however, repair the vast majority of imperfections successfully; any imperfections that remain are intentionally left to preserve the state of such historical works.

Business Administration (Classic Reprint) Apr 05 2021 Excerpt from *Business Administration Collegiate training for business administration is now so widely attempted that the time has arrived when experiments should be conducted looking toward the organization of the business curriculum into a coherent whole. Training in scattered business subjects was defensible enough in the earlier days of collegiate business training, but such a method cannot be permanent. It must yield to a more comprehensive organization. There can be no doubt that many experiments will be conducted looking toward this goal; they are, indeed, already under way. This series, Materials for the Study of Business, marks one stage in such an experiment in the School of Commerce and Administration of the University of Chicago.* About the Publisher Forgotten Books publishes hundreds of thousands of rare and classic books. Find more at www.forgottenbooks.com This book is a reproduction of an important historical work. Forgotten Books uses state-of-the-art technology to digitally reconstruct the work, preserving the original format whilst repairing imperfections present in the aged copy. In rare cases, an imperfection in the original, such as a blemish or missing page, may be replicated in our edition. We do, however, repair the vast majority of imperfections successfully; any imperfections that remain are intentionally left to preserve the state of such historical works.

To-Day in Egypt Jan 22 2020 Excerpt from *To-Day in Egypt: Its Administration, People and Politics* The following pages seek to record impressions Of Egypt and its primary organic wants in society after a residence there, in which the writer had some connection with public affairs. The impressions are those which concern chiefly the resident, whose view of the country, its people, and its future is naturally different from that Of the tourist, who visits the country

for a brief period to escape the rigours of a northern winter, and finds it an agreeable and fascinating experience. About the Publisher Forgotten Books publishes hundreds of thousands of rare and classic books. Find more at www.forgottenbooks.com This book is a reproduction of an important historical work. Forgotten Books uses state-of-the-art technology to digitally reconstruct the work, preserving the original format whilst repairing imperfections present in the aged copy. In rare cases, an imperfection in the original, such as a blemish or missing page, may be replicated in our edition. We do, however, repair the vast majority of imperfections successfully; any imperfections that remain are intentionally left to preserve the state of such historical works.

Bureaucracy Jan 14 2022 The classic book on the way American government agencies work and how they can be made to work better -- the "masterwork" of political scientist James Q. Wilson (The Economist) In *Bureaucracy*, the distinguished scholar James Q. Wilson examines a wide range of bureaucracies, including the US Army, the FBI, the CIA, the FCC, and the Social Security Administration, providing the first comprehensive, in-depth analysis of what government agencies do, why they operate the way they do, and how they might become more responsible and effective. It is the essential guide to understanding how American government works.

Office Administration (Classic Reprint) Aug 09 2021 Excerpt from *Office Administration* The aim has been to present a thorough discussion of those principles and methods which underlie efficient and economical office management in such a way as to meet the requirements of the ambitious potential executive, the student in university business courses and the business executive who has already arrived, but is constantly on the alert for more information. About the Publisher Forgotten Books publishes hundreds of thousands of rare and classic books. Find more at www.forgottenbooks.com This book is a reproduction of an important historical work. Forgotten Books uses state-of-the-art technology to digitally reconstruct the work, preserving the original format whilst repairing imperfections present in the aged copy. In rare cases, an imperfection in the original, such as a blemish or missing page, may be replicated in our edition. We do, however, repair the vast majority of imperfections successfully; any imperfections that remain are intentionally left to preserve the state of such historical works.

Handbook of Theories of Public Administration and Management Sep 22 2022 This innovative Handbook offers a wide-ranging overview of the multi-faceted field of public administration and management. It provides a broad approach to the discipline, addressing the range of descriptive, normative and critical theories required to diagnose public service issues and prescribe administrative action.

Classics of Public Administration Feb 27 2023

Educational Administration Jun 07 2021 Now with SAGE Publishing! The bestselling Educational Administration: Concepts and Practices has been considered the standard for all educational administration textbooks for three decades. A thorough and comprehensive revision, the Seventh Edition continues to balance theory and research with practical application for prospective and practicing school administrators. While maintaining the book's hallmark features—a friendly and approachable writing style, cutting-edge content, and compelling pedagogy—authors Frederick C. Lunenburg and Allan Ornstein present research-based practices while discussing topical issues facing school administrators today. Included with this title: The password-protected Instructor Resource Site (formally known as SAGE Edge) offers access to all text-specific resources, including a test bank and editable, chapter-specific PowerPoint® slides.

Essentials of Public Service Dec 13 2021 Essentials of Public Service is the most accessible, student-friendly introductory Public Administration text on the market. The book prepares students for careers in today's public service, whether in government or nonprofits. Each chapter teaches the public service context, essential public service skills, and what it takes to do the job, whether managing or providing direct service. The book is written for both today's and tomorrow's public service. In addition to standard chapters on leading, organizing, budgeting, and staffing, this book offers chapters on contracting, financial management in government as well as nonprofits, legal issues, digital democracy, and public integrity, all within a constitutional frame of reference. In our interconnected system of government, nonprofits, and public/private partnerships, students will learn how all the parts fit together.

Territories and Dependencies of the United States Nov 12 2021 Excerpt from Territories and Dependencies of the United States: Their Government and Administration In the second place, a very large amount of space will be devoted to the treatment of local government and internal administration within the insular dependencies. The problem of government of dependencies. About the Publisher Forgotten Books publishes hundreds of thousands of rare and classic books. Find more at www.forgottenbooks.com This book is a reproduction of an important historical work. Forgotten Books uses state-of-the-art technology to digitally reconstruct the work, preserving the original format whilst repairing imperfections present in the aged copy. In rare cases, an imperfection in the original, such as a blemish or missing page, may be replicated in our edition. We do, however, repair the vast majority of imperfections successfully; any imperfections that remain are intentionally left to preserve the state of such historical works.

Papers on the Science of Administration (Classic Reprint) Nov 24 2022 Excerpt from Papers on the Science of Administration The papers

brought together in this collection are essays by men scientifically interested in the phenomena of administration. Most of these writers did their thinking independently, in some cases without any acquaintance with the others, or with their writings. The striking similarity and harmony of the analyses, nomenclature, and hypotheses, frequently set forth as principles, is thus doubly significant. About the Publisher Forgotten Books publishes hundreds of thousands of rare and classic books. Find more at www.forgottenbooks.com This book is a reproduction of an important historical work. Forgotten Books uses state-of-the-art technology to digitally reconstruct the work, preserving the original format whilst repairing imperfections present in the aged copy. In rare cases, an imperfection in the original, such as a blemish or missing page, may be replicated in our edition. We do, however, repair the vast majority of imperfections successfully; any imperfections that remain are intentionally left to preserve the state of such historical works.

The United States Department of Agriculture Jul 08 2021 Excerpt from The United States Department of Agriculture: A Study in Administration When one contemplates that immense organization known as the United State Department of Agriculture, with its thousands of officers and employees scattered over the entire United States and its insular possessions, and, in peace times, exploring the remotest regions of the earth, it seems almost incredible that it has existed as an executive department of the first rank hardly three decades. It is true that an institution called the Department of Agriculture, under direction of an officer styled "Commissioner of Agriculture," was established by Act of May 15, 1862. However, it was not until February 9, 1889, almost exactly a century after the establishment of the Government under the Constitution, that this greatest of all American industries was given the recognition of a seat in the President's Cabinet Council. This delay in granting such recognition to so large and important a part of our industrial and social structure was not due to a lack of demand on the part of those directly interested, but rather to certain feelings or traditions in the minds of many of our legislators and other men of influence. First, there was a very prevalent opinion that the activities of the general government should be limited to what might be termed political affairs as distinct from those which had to do with domestic industry and commerce. About the Publisher Forgotten Books publishes hundreds of thousands of rare and classic books. Find more at www.forgottenbooks.com This book is a reproduction of an important historical work. Forgotten Books uses state-of-the-art technology to digitally reconstruct the work, preserving the original format whilst repairing imperfections present in the aged copy. In rare cases, an imperfection in the original, such as a blemish or missing page, may be replicated in our edition. We do, however, repair the vast

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The New Administration in Chosen (Classic Reprint) Aug 29 2020
Excerpt from The New Administration in Chosen Formerly the way was not sufficiently Opened for the expression Of the popular will, with the result that administrative measures adopted not infrequently failed to suit the condition Of the people. In order to remedy this shortcoming, the government-general has carried out the following measures. About the Publisher Forgotten Books publishes hundreds of thousands of rare and classic books. Find more at www.forgottenbooks.com This book is a reproduction of an important historical work. Forgotten Books uses state-of-the-art technology to digitally reconstruct the work, preserving the original format whilst repairing imperfections present in the aged copy. In rare cases, an imperfection in the original, such as a blemish or missing page, may be replicated in our edition. We do, however, repair the vast majority of imperfections successfully; any imperfections that remain are intentionally left to preserve the state of such historical works.

Public Library Administration (Classic Reprint) Oct 23 2022 Excerpt from Public Library Administration This little book will be found to contain information which to a certain extent is already known to those in charge of our public libraries. It advocates a policy Of extension in the activities of those institutions generally approved by librarians. NO claims made to originality in any of the schemes dealt with, but in bringing them together in this form it is hoped that some good will be done by enabling those interested to obtain a knowledge of the subject which can only be procured at present by reading the various text books and professional periodical publications. Students of Library Administration (Library Association Syllabus, Section VI) will find it especially helpful in their studies, particularly the chapters dealing with Special Departments, Aids to Readers, and Lectures, as those subjects have not been dealt with at any great length in the textbooks. My thanks are due to the following members of the Fulham Libraries Staff - Mr. H. W. Moore for the sketches which are reproduced, and to Miss M. Gilbert and Miss M. Marchant for reading the proof sheets, and to the latter for preparing the index. About the Publisher Forgotten Books publishes hundreds of thousands of rare and classic books. Find more at www.forgottenbooks.com This book is a reproduction of an important historical work. Forgotten Books uses state-of-the-art technology to digitally reconstruct the work, preserving the original format whilst repairing imperfections present in the aged copy. In rare cases, an imperfection in the original, such as a blemish or missing page, may be replicated in our edition. We do, however, repair the vast

majority of imperfections successfully; any imperfections that remain are intentionally left to preserve the state of such historical works.

College Administration (Classic Reprint) Jul 28 2020 Excerpt from College Administration Each town or municipality represents a third center in which the educational interests unite and whence they radiate. In each town or city, too, each school district represents a center; and, also, each school and each room in each school stands for a point of information and of instruction. Such coordinated relationships obtain largely in the public-school system. By the side of them all are found the private school and academy, the college, the university, and the professional school, each still deriving its corporate power and right of administration from the commonwealth. About the Publisher Forgotten Books publishes hundreds of thousands of rare and classic books. Find more at www.forgottenbooks.com This book is a reproduction of an important historical work. Forgotten Books uses state-of-the-art technology to digitally reconstruct the work, preserving the original format whilst repairing imperfections present in the aged copy. In rare cases, an imperfection in the original, such as a blemish or missing page, may be replicated in our edition. We do, however, repair the vast majority of imperfections successfully; any imperfections that remain are intentionally left to preserve the state of such historical works.

Public Administration and the United States Department of Agriculture (Classic Reprint) Oct 31 2020 Excerpt from Public Administration and the United States Department of Agriculture While the Social Science Research Council has made available the funds with which this study has been conducted, neither directly nor through its Committee on Public Administration has it reviewed the findings of the study in the sense of approving or disapproving them. As in all studies under the auspices of the Council, the authors alone are responsible for the statements of fact and the interpretations and opinions set forth in the report. About the Publisher Forgotten Books publishes hundreds of thousands of rare and classic books. Find more at www.forgottenbooks.com This book is a reproduction of an important historical work. Forgotten Books uses state-of-the-art technology to digitally reconstruct the work, preserving the original format whilst repairing imperfections present in the aged copy. In rare cases, an imperfection in the original, such as a blemish or missing page, may be replicated in our edition. We do, however, repair the vast majority of imperfections successfully; any imperfections that remain are intentionally left to preserve the state of such historical works.

Franklin Pierce and His Administration (Classic Reprint) Mar 16 2022 Excerpt from Franklin Pierce and His Administration The obsequies of the fourteenth President of the United States will be celebrated at

Concord, New Hampshire. About the Publisher Forgotten Books publishes hundreds of thousands of rare and classic books. Find more at www.forgottenbooks.com This book is a reproduction of an important historical work. Forgotten Books uses state-of-the-art technology to digitally reconstruct the work, preserving the original format whilst repairing imperfections present in the aged copy. In rare cases, an imperfection in the original, such as a blemish or missing page, may be replicated in our edition. We do, however, repair the vast majority of imperfections successfully; any imperfections that remain are intentionally left to preserve the state of such historical works.

The Philosophy of Management Feb 03 2021

Clearing-Houses Dec 21 2019 Excerpt from *Clearing-Houses: Their History, Methods and Administration* A knowledge of the workings of these organizations is of great importance to the banker of the present day. Accordingly, I resolved that if it were a possible thing to do, I would gather together such information of this kind as might seem to be of interest to the banker and the student of finance and publish the same in a form to serve as a convenient reference. A banker's life is a busy one, but in such time as I have been able to devote to the work, I have collected the material upon which this volume is based. About the Publisher Forgotten Books publishes hundreds of thousands of rare and classic books. Find more at www.forgottenbooks.com This book is a reproduction of an important historical work. Forgotten Books uses state-of-the-art technology to digitally reconstruct the work, preserving the original format whilst repairing imperfections present in the aged copy. In rare cases, an imperfection in the original, such as a blemish or missing page, may be replicated in our edition. We do, however, repair the vast majority of imperfections successfully; any imperfections that remain are intentionally left to preserve the state of such historical works.

Municipal Home Rule Oct 19 2019 Excerpt from *Municipal Home Rule: A Study in Administration* The unsatisfactory character of American municipal government has, within the past few years, drawn unusual attention to the problems which it presents, and which, on account of the recent extraordinary development of municipal life, are becoming at the same time more numerous and more important. But as a result of the intimate connection of municipal with general government, all concrete attempts at municipal reform must of necessity depend upon an accurate delimitation of the sphere of action, which can, with due regard to the interests of the state as a whole, be assigned to our municipal organizations. The attempt to delimit such a sphere of action is the purpose of this little work. The science of municipal government in this country is, however, in such an early stage of development, and as a result, the theories with regard to municipal

reform are so various, and indeed, so conflicting, that it has been thought wise to leave the realm of theories, based on a priori reasoning, and to endeavour in the delimitation of the sphere of municipal home rule, which it has been attempted to make, to find out exactly what is, by the present American law. About the Publisher Forgotten Books publishes hundreds of thousands of rare and classic books. Find more at www.forgottenbooks.com This book is a reproduction of an important historical work. Forgotten Books uses state-of-the-art technology to digitally reconstruct the work, preserving the original format whilst repairing imperfections present in the aged copy. In rare cases, an imperfection in the original, such as a blemish or missing page, may be replicated in our edition. We do, however, repair the vast majority of imperfections successfully; any imperfections that remain are intentionally left to preserve the state of such historical works.

Public Administration and Public Affairs Apr 17 2022 Updated in its 12th edition, *Public Administration and Public Affairs* shows readers how to govern efficiently, effectively, and responsibly in an age of political corruption and crises in public finance. With a continuing and corroding crisis occurring, as well as greater governance by nonprofit organizations and private contractors, it is vital that readers are given the skills and tools to lead in such an environment. Using easy-to-understand metaphors and an accessible writing style, *Public Administration and Public Affairs* shows its readers how to govern better, preparing them for a career in public administration.

The Study of public administration Dec 25 2022

A Retrospect of Andrew Jackson's Administration (Classic Reprint) Apr 24 2020 Excerpt from *A Retrospect of Andrew Jackson's Administration* A retrospect of his administration for the last three years of his presidency, must satisfy every unprejudiced mind that he is not fit to be the ruler of a free people. Notwithstanding the charges of error and incompetency have often been announced to the public, it is proper that a compendious view of his official conduct should impress the recollection, at the very crisis when we are called upon to give our suffrages for his re-election. About the Publisher Forgotten Books publishes hundreds of thousands of rare and classic books. Find more at www.forgottenbooks.com This book is a reproduction of an important historical work. Forgotten Books uses state-of-the-art technology to digitally reconstruct the work, preserving the original format whilst repairing imperfections present in the aged copy. In rare cases, an imperfection in the original, such as a blemish or missing page, may be replicated in our edition. We do, however, repair the vast majority of imperfections successfully; any imperfections that remain are intentionally left to preserve the state of such historical works.

Managing Human Behavior in Public and Nonprofit Organizations Mar 24 2020 A must-read for students in public administration and nonprofit management programs! *Managing Human Behavior in Public and Nonprofit Organizations, Fourth Edition*, is designed to help students understand, manage, and influence the behavior of others in the workplace. Esteemed authors Robert B. Denhardt, Janet V. Denhardt, and Maria P. Aristigueta take an action-oriented approach by using real-world circumstances within public and nonprofit organizations to illustrate key concepts. Important topics such as stress, decision making, motivation, leadership, communication, teams, and change give students a foundational understanding of the basic issues that affect human behavior. In addition to new cases and examples from the public and nonprofit sectors, the Fourth Edition features new material on leadership and organizational change, cultural diversity and generational diversity, and positive organizational behavior.

Unmasking Administrative Evil Feb 21 2020 Although social scientists generally do not discuss "evil" in an academic setting, there is no denying that it has existed in public administration throughout human history. Hundreds of millions of human beings have died as a direct or indirect consequence of state-sponsored violence. The authors argue that administrative evil, or destructiveness, is part of the identity of all modern public administration (as it is part of psychoanalytic study at the individual level). It goes beyond a superficial critique of public administration and lays the groundwork for a more effective and humane profession.

Railroad Administration (Classic Reprint) May 26 2020 Excerpt from *Railroad Administration* I AM interpreting the title of this volume broadly, to cover the executive work involved in building and operating railroads. The problems are largely those of organization. The Union and Southern Pacific railroad systems, for example, employ some eighty thousand men, directed by a single headquarters management. The means by which these eighty regiments are made to work efficiently and harmoniously, and the methods, equally arduous, of organizing the company's credit so that great expenditures can be financed at a minimum interest cost, have been made the subject of relatively little discussion outside of the technical press. About the Publisher Forgotten Books publishes hundreds of thousands of rare and classic books. Find more at www.forgottenbooks.com This book is a reproduction of an important historical work. Forgotten Books uses state-of-the-art technology to digitally reconstruct the work, preserving the original format whilst repairing imperfections present in the aged copy. In rare cases, an imperfection in the original, such as a blemish or missing page, may be replicated in our edition. We do, however, repair the vast majority of imperfections successfully; any imperfections that remain are intentionally left to preserve the state of such historical works.

The Administration of Public Education the United States (Classic Reprint) Jul 20 2022 Excerpt from The Administration of Public Education the United States The careful and scholarly study of the administration of education in the United States by my colleagues, Professors Dutton and Snedden, is a valuable and timely contribution to the literature of education. In a democratic State, it is of first importance that the relation of the State to the organs and agencies of culture and enlightenment be clearly defined and well understood. The wise and truly representative organization and administration of education is only a little less important than the organization and conduct of the educational process itself. About the Publisher Forgotten Books publishes hundreds of thousands of rare and classic books. Find more at www.forgottenbooks.com This book is a reproduction of an important historical work. Forgotten Books uses state-of-the-art technology to digitally reconstruct the work, preserving the original format whilst repairing imperfections present in the aged copy. In rare cases, an imperfection in the original, such as a blemish or missing page, may be replicated in our edition. We do, however, repair the vast majority of imperfections successfully; any imperfections that remain are intentionally left to preserve the state of such historical works.

Business Administration Jun 26 2020 Excerpt from Business Administration: Theory, Practice and Application The body of principles under which business transactions are thus recorded in an orderly form and in their proper relation to one another, is called accounting. Accounting is a science which aims at the systematic presentation of business facts and whose rules are designed to indicate or state the principles upon which such a record of business facts must be made. In current discussion, there is a good deal of confusion about the use of the term accounting. By many the word is made synonymous with the word bookkeeping, as if the two were substantially identical. Some persons use the term accounting as if it were merely a high-flown expression for the word bookkeeping, while others admit the existence of a difference between the two ideas but consider that accounting is merely advanced or difficult bookkeeping. This confusion of ideas is injurious to the proper development of a science of accounting, as well as to the proper statement of bookkeeping methods. It should be recognized at the outset that the term accounting is properly used only when applied to the principles, system, or theory by which business facts are recorded with the design of showing certain classes of results, or to the system or theory in accordance with which business facts are so analyzed as to exhibit their relationships to one another. About the Publisher Forgotten Books publishes hundreds of thousands of rare and classic books. Find more at www.forgottenbooks.com This book is a reproduction of an important historical work. Forgotten Books uses

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Syllabus of a Course in the Principles of Educational Administration (Classic Reprint) Mar 04 2021 Excerpt from Syllabus of a Course in the Principles of Educational Administration The course for which this syllabus has been prepared is planned to present the fundamental principles of educational administration. It extends through the two semesters of the academic year. The topics included are those which should be covered in a first course for superintendents of schools. In Teachers College the course outlined in this syllabus is frequently elected by teachers, by elementary and high school principals, and by general and special supervisors. Intelligent and sympathetic understanding of the problems of organization and administration of schools is necessary for those who would render constructive cooperation to the school executive. A course such as is outlined in this syllabus might well be required of all who are to enter the teaching profession. The syllabus is organized in two main divisions. The first semester's work may be described briefly as covering the field of educational administration as determined by national, state, and county support, control, organization, and supervision. The second part of the syllabus organizes the field of educational administration from the standpoint of the local administrative unit. Since the greatest progress has been made in city school administration, the second part of the syllabus deals primarily with the problems arising in these local units. Either semester's work may be considered as a separate unit and elected for the semester in which it is offered. It will be best, however, that the course be taught in the order in which it appears in the syllabus. Many of the topics which appear are given special consideration in one semester or the other even though they may properly be considered in either part of the work. The emphasis is determined by the relative importance of the state as compared with the local administration of schools. For example, the preparation, certification, and tenure of teachers should be stressed in the first semester's work since these are primarily state problems. The syllabus is organized around certain definite problems which are presented to the students in terms of actual cases. The course in Teachers College is taught by the case method. The syllabus presenting as it does an outline of the major problems, together with a selected bibliography, will enable those who may use it elsewhere either to follow the case method or to vary it as they may see fit.

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High-Output Management Jan 02 2021

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is generously illustrated with cartoons, quotes, and artwork—all reinforcing the book's theme that the field of public administration is rooted in the cultural and political world. Each chapter is also supported with a listing of key terms, exercises, and additional resources. The textbook is supported by one of the most comprehensive and easy-to-use instructors' manuals of any introductory text on the market today. It contains full lesson plans with activities to accommodate a broad range of teaching and learning styles for each chapter, PowerPoint decks for each chapter (with visuals and links embedded), 8 new long-term project / student presentation ideas, an updated 'Quotes and Notables' section with biographical information and media links for each chapter, updated test questions with answer keys, and updated terms and definitions for each chapter.

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