

1957

An Evaluative Study of the East-Alton Wood River Business Education Curriculum

Richard Leroy Olmstead

**AN EVALUATIVE STUDY OF THE EAST-ALTON WOOD RIVER
BUSINESS EDUCATION CURRICULUM**

**A Paper
Presented**

**in Partial Fulfillment
of the Requirements for the Degree
Master of Science in Education**

**by
Richard Leroy Olmstead
Eastern Illinois State College
February 1957**

This study has been approved by the following members of the faculty
of Eastern Illinois State College:

TABEL OF CONTENTS

CHAPTER	PAGE
I. THE PROBLEM	1
Background of the problem	1
Purpose of the paper	2
II. THE GROWTH AND DEVELOPMENT OF THE CURRICULUM . .	3
Course of study--old curriculum	3
Class schedule--old curriculum	5
Course of study--new curriculum	8
Class schedule--new curriculum	11
III. THE SURVEY	15
Origin of the survey	15
1950 survey	15
1951 survey	17
1952 survey	19
1953 survey	22
1954 survey	25
1955 survey	28
IV. CONCLUSIONS AND RECOMMENDATIONS	32
Conclusions of the curriculum	32
Conclusions of the survey	34
Recommendations	37

LIST OF TABLES

TABLE	PAGE
I. Course of Study	4
II. Classroom Schedule	6
III. Number of Students in the Classes	7
IV. Course of Study	9
V. Classroom Schedule, 1955-56	12
VI. Number of Students in the Classes	13
VII. Results of the Employment Survey Made of the 1950 Graduates	16
VIII. Results of the Employment Survey Made of the 1951 Graduates	18
IX. Results of the Employment Survey Made of the 1952 Graduates	20
X. Results of the Employment Survey Made of the 1953 Graduates	23
XI. Results of the Employment Survey Made of the 1954 Graduates	26
XII. Results of the Employment Survey Made of the 1955 Graduates	29
XIII. Summary	38

CHAPTER I

THE PROBLEM

Six years ago, an evaluation was made of the East Alton-Wood River business education department. At that time, we asked ourselves: Are we giving our students the type of training which adequately fits them for the employment situation after graduation from high school? Do we teach them the knowledges and skills which are needed for success on the job, and how well do we teach them? Do we omit important items? Do we fail to stress certain aspects of the program? What do our graduates think of the training they receive in high school? These were the questions that were important to us at that time and we feel that they are equally as important today. In light of this study, it is the purpose of this paper to outline the change over the six-year period, evaluate our program as it is today, and make recommendations for the future.

This paper is devoted to a study of the growth and development of the curriculum, based upon a study of the changes in our curriculum over the past six years. The reason for the six-year period is a study made by Richard Paynic in 1948. In this study, Mr. Paynic conducted a survey of former East Alton-Wood River students to determine whether the East Alton-Wood River high school

prepared its business students for initial office positions without the necessity of further training immediately after graduation from high school. Before this six-year period the East Alton-Wood River Community High School business department had changed very little in curriculum, personnel, equipment, and floor space.

After consideration of the above factors, it seemed that students who had graduated from the business department should have a voice in the results of our efforts. To keep the curriculum adapted to the needs of the student, we ask the students on the job for this following information:

1. The description of duties.
2. The type of machines used on the job.
3. The machines being used for which no training was received in school.
4. The training received in high school that does not adequately fill the needs of the present job.
5. Advice for the students now in high school in the light of experience on the job.
6. The things overemphasized and the things underemphasized in the curriculum.

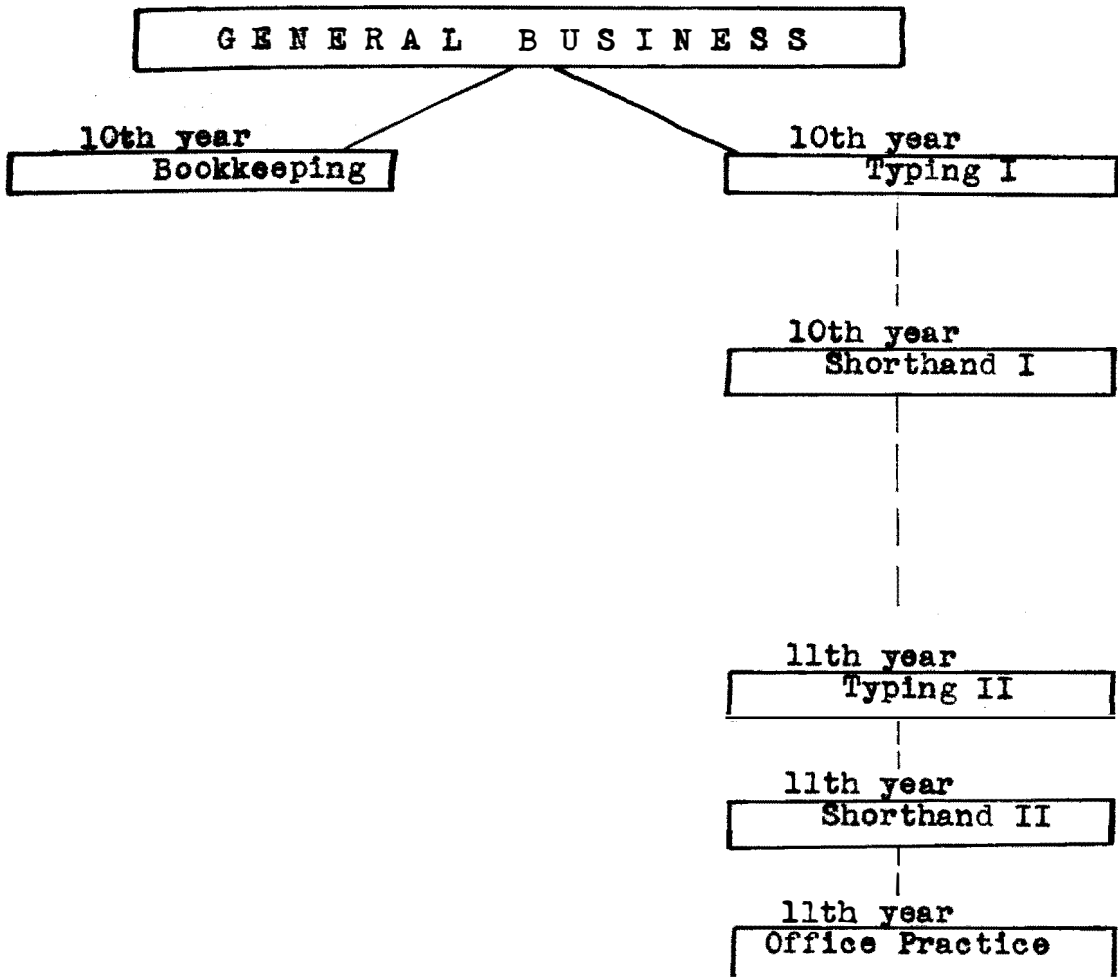
Finally, part of this paper will be devoted to an overall evaluation of all the factors, interpretations, conclusions, and recommendations.

CHAPTER II
THE GROWTH AND DEVELOPMENT
of
THE CURRICULUM

The curriculum of the East Alton-Wood River High School encountered very little change, if any, for several years preceeding 1949. The references made to the curriculum will therefore be limited to two terms, the old curriculum and the new curriculum. The old curriculum will be concerned with the past several years, up to the Fall of 1949, and the new curriculum will refer to our school curriculum from the Fall of 1949 to the present day.

According to Table I, the General Business class was a typical class for this period of time. Recently, General Business has been the target of criticism and change. I believe this course could be criticised as other General Business courses have been for its failure to fulfill the true objectives of General Business. The typing course was taught for those who were primarily interested in continuing in the business curriculum. Shorthand I was a course taught to give the students the basic principles of Gregg Shorthand and take dictation at a rate of 80 words per minute. This course served as a screening course for Advanced Shorthand.

TABLE I
COURSE OF STUDY
(Preceding 1949)



The Shorthand II class was composed of capable students who would rank in the upper half of the senior class. The Office Practice students were students who had been in the Typing II and Shorthand II classes. This class had very little equipment and floor space. The bookkeeping was taught from the 20th Century, South-Western Publishing Company, 18th Edition.

It will be noted in Table II that teachers 2 and 3 teach a full load of commercial subjects. Teachers 1, 4 and 5 teach only a partial load. The Business Department, under the old schedule, could be taught with three full-time business teachers.

Table III indicates the number of students in each class. It should be noted that there were 96 students in General Business. This class, like other General Business classes, seemed to be a "catch all" for students with nothing else to take. Typing I had a total enrollment of 131 students while Typing II dropped to 61 students. Even though this was a pre-requisite to Typing II, students in the class evidently felt a need for a course in Personal Typing.

Shorthand I had an enrollment of 131 students and Shorthand II had an enrollment of 39 students. As stated earlier in this paper, Shorthand I seemed to serve as a screening class. The Office Practice class was made up of

TABLE II

CLASSROOM SCHEDULE, 1946-1947

Teacher #1	1st hour	2nd hour Gen. Bus.	3rd hour	4th hour Bookkeeping	5th hour	6th hour
Teacher #2	Typing I	Shorthand I	Typing I		Typing I	Typing I
Teacher #3	Shorthand II	Typing II	Shorthand I		Shorthand I	Off. Prac.
Teacher #4					Gen. Bus.	Gen. Bus
Teacher #5				Typing I		

TABLE III

Number of Students in the Classes

<u>Period</u>	<u>Class</u>	<u>No. of Students</u>
I	Typing I	33
I	Shorthand II	30
2	General Business	36
2	Shorthand I	20
2	Typing II	30
3	Typing I	34
3	Shorthand I	24
4	Bookkeeping	23
4	Typing II	31
5	Typing I	31
5	Shorthand I	24
5	General Business	28
6	Typing I	33
6	Office Practice	27
6	General Business	32

SUMMARY

<u>Course</u>	<u>Students</u>
General Business	96
Typing I	131
Shorthand I	68
Typing II	61
Shorthand II	30
Office Practice	27
Bookkeeping	23

Total number of students taking business subjects--436

Shorthand II and Typing II students who demanded a course in Office Machines. The Office Practice course gave the advanced typing and shorthand students very little practice on office machines. The equipment was very limited for the course.

Table IV shows the course of study for the new curriculum. The 10th year Basic Business Training is a course recommended for all sophomores who intend to enroll in any future courses in the Business Education Department. Various tests are administered during the year to determine aptitudes and interests in the business field. The course is basically an orientation course to help the student decide if he wants to continue in this field. During the first semester, six weeks of Gregg shorthand, six weeks of business arithmetic and six weeks of salesmanship are offered. The second semester is devoted to a course in general record keeping--a course that is deemed essential to every office worker.

Typing I is a one-year course which must be taken by all students planning to enroll in Secretarial Office Practice or Clerical Office Practice in the senior year. Thorough training in basic typing skills are taught. The contents of the course includes business-letter writing, outlines, tabulations of statistical materials, manuscript writing, and development of speed and accuracy on the typewriter.

TABLE IV
BUSINESS EDUCATION COURSES
EAST ALTON-WOOD RIVER COMMUNITY HIGH SCHOOL

Course of Study

10th year

Basic Business Training

11th year

Typing I

Shorthand I

11th or 12th year

Personal Typing

11th year

Typing I

12th year

Secretarial
Office Practice

12th year

Distributive
Education

12th year

Clerical
Office Practice

Bookkeeping

Shorthand I is a one-year accelerated course in Simplified Gregg Shorthand. Students are selected on the basis of their Basic Business Training and English grades and on other scholastic factors. This intensive course seeks to give the pupil a mastery of the principles of Gregg Shorthand, a working shorthand vocabulary, and the ability to take dictation at a rate of 80 words per minute. This course is a prerequisite to Secretarial Office Practice.

Bookkeeping is a one-year course which is an elective open to both juniors and seniors. A thorough background of double-entry bookkeeping is taught and the student is given the opportunity to keep practice sets of books involving journalizing, posting, and interpretation of financial statements.

Personal typing is an elective course open to juniors and seniors who are not majoring in Business Education. It is a condensed course with personal rather than vocational objectives. Emphasis is on letter writing, and practical problems, such as manuscripts, outlines, and tabulated materials. There are four possibilities open to students:

1. Performance of all required work plus a net speed of 40 words per minute may earn one credit in one semester.
2. Performance of all required work plus a net speed of 40 words per minute may earn one credit for one full year.
3. One full year's work with unsatisfactory results may earn 1/2 credit.
4. If at the end of the first semester the student

does not show aptitude for typing, he may drop the subject and receive no credit. Any of the above possibilities must have the approval of the instructor.

Secretarial Office Practice is a twelfth-year, two-semester course that meets two consecutive hours daily. Two credits may be earned. This course is open to seniors only who have successfully passed Shorthand I and Typing I, and have the approval of the Business Education Department to enroll for the course. Secretarial training, with emphasis on increased skill in shorthand, typing, office procedures, and filing, is stressed. Skills in such office machines as adding machines, calculators, comptometer, electric typewriter, liquid duplicators, mimeograph, and dictaphones are stressed.

Clerical Office Practice is a two-semester course that meets two consecutive hours daily. Two credits may be earned. This course is open to seniors only who have successfully passed one full year of typing and have the approval of the Business Education Department to enroll in the course. Subject matter is much the same as that taught in Secretarial Office Practice except that extra training is given in typing in place of the shorthand. The same office machine training is given. The course is aimed at developing well-trained office and clerical personnel.

TABLE V

CLASSROOM SCHEDULE, 1955-1956

	1st hour	2nd hour	3rd hour	4th hour	5th hour	6th hour
Teacher #1	Clerical Practice		Counseling	Basic Bus.	Basic Bus.	
Teacher #2	Counseling	Shorthand	Typing	Typing	Counseling	Typing
Teacher #3	Basic Bus.	Basic Bus.		Distributive Educa.		Coordination
Teacher #4	Typing	Counseling	Bookkeeping	Shorthand	Typing	Bookkeeping
Teacher #5		Typing	Clerical Practice		Secretarial Practice	

Number of Students in the Classes

<u>Period</u>	<u>Class</u>	<u>No. of Students</u>
1	Clerical Practice	15
1	Basic Business	29
1	Typing	28
2	Shorthand	19
2	Basic Business	29
2	Clerical Practice	15
2	Typing	27
3	Typing	20
3	Bookkeeping	25
3	Clerical Office Practice	16
4	Basic Business	24
4	Typing	21
4	Distributive Education	13
4	Shorthand	18
4	Clerical Office Practice	16
4	Basic Business	28
5	Distributive Education	13
5	Typing	16
5	Secretarial Office Practice	25
6	Typing	29
6	Distributive Education Conferences	13
6	Bookkeeping	17
6	Secretarial Office Practice	25

Summary

<u>Course</u>	<u>Students</u>
Basic Business	110
Typing I	141
Shorthand I	37
Clerical Practice	62
Secretarial Practice	50
Bookkeeping	42
Distributive Education	39

Total student hours of business subjects--481

Distributive Education is a two-semester course that meets two consecutive hours daily plus the requirement of a minimum of fifteen hours of "on-the-job" training per week. This training must be in an approved training station that cooperates with the school in coordinating the work experience with the school work. The course is open to seniors only and is subject to approval of the Distributive Education Coordinator. Two credits may be earned, one credit for satisfactory class work and one credit for satisfactory work "on-the-job".

Table V shows teachers 3, 4, and 5 teaching a full load. Teacher 1 and 2 teach four hours and devote one hour each to counseling. Teacher 4 teaches a full business-education load, four hours, plus one period of counseling.

Table VI indicates the number of students in each class. The Basic Business classes had a total of 110 students. Typing I had a total enrollment of 141 students; Shorthand I, 37 students; Clerical Practice, 62; Secretarial, 50; Book-keeping, 42; and Distributive Education, 39 students. The above figures do not represent different students in all cases. In a double-period class, such as Clerical Practice, the number of different students would be just half the number. However, the course is a double-period course and represents the number of students who would be taught in a single-period course.

CHAPTER III

THE SURVEY

The follow-up study of the East Alton-Wood River Business Education Department graduates may be credited to the initiative of James V. Harris, Chairman of the Business Department. Mr. Harris, and the various teachers who were directly connected with these students during the latter part of their business training, were responsible for the excellent results of the survey.

The data were secured from the students by a letter (Appendix A); a survey form (Appendix B); and a self-addressed stamped envelope.

The first survey, dated February 1, 1950 (Table VIII) was taken 8 months after graduation. Forty-seven girls graduated in the Spring of 1950 with a major in Business Education. No boys graduated from the Business Department.

The results of this survey indicate a return of 43 out of 47 students, or 91.5%. Of the 47 students, 28 were gainfully employed in office work. Eleven were classified as secretaries, five as stenographers, four as general office clerks, two clerk typists, two comptometer operators, and one each as a file clerk, cashier, key-punch operator, and dictaphone operator.

According to the survey, fourteen different machines were being used by the 28 employed graduates. All

TABLE VII

16

RESULTS OF EMPLOYMENT SURVEY MADE OF THE 1950 GRADUATES
MAJORING IN BUSINESS EDUCATION

Date of Survey: February 1, 1950 (8 months after graduation)

Graduates majoring in Business Education	47
Gainfully employed in office work	28
Married and not desirous of employment	5
Attending college	4
Unanswered questionnaires	4
Enrolled in nurses training	2
Unemployed	2
Attending business college	1
Total	<u>47</u>

Gainfully employed in office work	28
Secretaries	11
Stenographers	5
General office clerks	4
Clerk typists	2
Comptometer operators	2
File clerk	1
Cashier in accounting department	1
Key-punch operator	1
Dictaphone operator	1
Total	<u>28</u>

Office machines used by above 28 graduates:

Typewriter	28
Adding machine	15
Electric typewriter	8
Calculator (Electric)	7
Dictaphone	5
Comptometer	5
Teletype	5
Electric billing machine	5
Addressograph	1
Key-punch machine	1
Tickometer	1
Electromatic variatyper	1
PBX	1
Multilith	1

SALARY RANGES

Lowest	\$100.00
Highest	270.00
Average	162.00

twenty-eight students reported using the typewriter. The adding machine was used by fifteen of the graduates; the electric typewriter by eight; electric calculator by seven; dictaphone by five; and the comptometer by five. The following machines were reported to be used by at least one student: electric billing machine, addressograph, keypunch machine, tickometer, electromatic variatyper, PBX, and multilith.

Salaries for the twenty-eight ranged from a low of \$100.00 per month to a high of \$270.00. The average salary, eight months after graduation, in February, 1950 was \$162.00.

Thirteen of the forty-seven graduates were married at that time, twenty-three were employed in the area, three in St. Louis, one in Houston Texas, and one in Chicago.

The 1951 survey (Table VIII) was taken six months after graduation. Twenty-eight girls had majored in Business Education. According to the survey, fifteen were employed in office occupations, eight enrolled in college, two were not desirous of employment, two did not answer the questionnaire, and one was unemployed.

Of the fifteen girls in Office Occupations, seven were classified as Stenographers, two as Secretaries, two as Clerk Typists, two as Payroll Clerks, one Stenographer-Cashier, and one Cashier.

This survey indicated the place of employment. However, the over-all results of the survey were unsatisfactory.

TABLE VIII

RESULTS OF EMPLOYMENT SURVEY MADE OF THE 1951 GRADUATES
MAJORING IN BUSINESS EDUCATION

Date of Survey: 6 months after graduation.

Graduates majoring in Business Education		28
Gainfully employed in office occupations		15
Enrolled in college		8
Married, not desirous of employment		2
Unanswered questionnaires		2
Unemployed		1
	Total	<u>28</u>

Types of positions held by 15 girls employed in office occupations:

Stenographer	7	Payroll clerk	2
Secretary	2	Stenographer-	
Clerk Secretary	2	cashier	1
		Cashier	1

Firms employing above 15 girls:

Household Finance Corporation, Alton, Ill.	1
International Shoe, Hartford, Ill.	3
Lawton, Byrne, Bruner Ins., St. Louis, Mo.	1
Olin Industries, East Alton, Ill.	5
Rice-Stix, St. Louis, Mo.	1
Shell Oil Company, Wood River, Ill.	1
Sinclair Refining Company, Wood River	1
Stoltze Lumber Company, Wood River, Ill.	1

With the experience of two years' survey work and an unsatisfactory survey in 1951, the 1952 survey (Table IX) can be evaluated as a successful survey. This class was the first product of the revised Business Education Curriculum.

This survey was taken eight months after graduation. Sixty-eight girls majored in Business Education. The return of this survey is 100%. Of the sixty-eight girls who graduated, fifty-five were employed in office occupations, five in other employment. Four were attending college; three were married and not desirous of employment; and one enrolled in nurses' training.

The types of positions in which the fifty-five girls were employed are indicated in the table of the 1955 survey. Most of the girls were employed as Clerk-Typists, Stenographers, and Secretaries. These three occupations employ thirty-four of the fifty-five graduates who were working. The other twenty-one students were engaged in fourteen different jobs.

In this survey, as in the 1951 survey, the firms employing the fifty-five girls were listed. As indicated in the survey, Western Cartridge Company employed nine of the graduates, International Shoe Company of Hartford, Illinois employed six graduates, Shell Oil Company and Millers' Mutual of Alton, Illinois employed three. The others that are listed employed either three or less students.

TABLE IX

JOB SURVEY OF

THE BUSINESS EDUCATION DEPARTMENT
OF THE CLASS OF 1952

(This survey was taken 8 months after graduation)

Girls successfully majoring in business education	68
Gainfully employed in office occupations	55
Not employed in office occupations	5
Attending college	4
Married, not desirous of employment	3
Enrolled in nurses' training	1
Total	<u>68</u>

Positions of 55 girls gainfully employed in office occupations:

Clerk typist	16
Stenographer	11
Secretary	7
Bookkeeper	3
Bkkpr.-typist	3
Cashier-clerk	2
File clerk	2
Bkkpr.-clerk	1
Registrar	1
Shipping clerk	1
Payroll typist	1
Ins. rate clerk	1
Service rep.	1
Remittance clerk	1
PBX operator	1
PBX stenographer	1
Total	<u>55</u>

Firms employing the above 55 girls:

Alton Banking and Trust Co.	Interstate Dispatch (2)
Boy Scouts of America	Jacoby, Patton and Manns,
Harley Conrad Elevator, Godfrey	(Attorneys), Alton
Citizens Coach., Inc. Alton	Jones Motor Co., Wood River
U.S. Civ. Ser., Granite City	Luken Pontiac, Alton
First Nat. Bank, Wood River	Madison Co., Housing Auth.

TABLE IX

(Continued)

Foster Constr. Co., Roxana	Millers Mutual, Alton (3)
Gen. American Life Ins. Co., St. Louis, Mo.	Mountain Valley Water Co., St. Louis, Mo.
Hutchinson Foundry, Alton	National Auto. Ins. Co.
Ill. Bell Tel. Co. (2)	Prudential Life Ins. Co. Houston, Texas
Ill. State Bank, East Alton (2)	Shell Oil Co., (3)
Ill. Emp. Ser. Alton (2)	Sinclair Refining Co.
Ill. Power Co., Wood River	Stolze Lumber Co., Wood River
Public Aid Comm., Edwardsville	Union Ser. Co., Wood River
International Shoe Co., Hartford	
	Western Cartridge Co. (9)
	Western Union, St. Louis
	Wood River Township Hospital
	Young's Dry Goods, Alton

Machines used for which no training was given in high school:

Addressograph	Posting machine
Billing machine	Marchant calculator
Vari-typewriter	Multilith
Executive type-IBM	Multigraph
electric typewriter	PBX
Burroughs bkkpg. machine	Microfilm equipment
Clary multiplier	postage meter
Teletype	Recordak
Protectograph	Key punch

It should be noted that this survey of 1952 indicates the machines used for which no training was given in high school. The purpose of this will be discussed later.

The highest salary of a 1952 graduate, eight months after graduation was \$246.00. The lowest salary was \$225.00 and the average was \$175.19.

The 1953 survey (Table X) was taken six months after graduation. Fifty-nine students graduated from the Business Education Department. This survey received a 100% return.

Of the fifty-nine graduates, forty-two were employed in office occupations; eight married and were not desirous of employment; four were employed in occupations other than that of office; two entered nurses' training; two were not employed; and one was enrolled in college. This survey shows over half of the graduates employed as stenographers or clerk typists. The rest of the students--nineteen, were employed in eleven different occupations. Of the firms employing the graduates, Olin Industries employed ten; Owens Illinois Glass Company of Alton employed three; and Shell Oil Company employed three. The rest of the firms listed employed either one or two students. As in 1952, the machines on which no training was given were listed. The number in parenthesis indicates the number of times the particular machine was mentioned in the questionnaires.

TABLE X
 JOB SURVEY OF
 THE BUSINESS EDUCATION DEPARTMENT
 OF THE CLASS OF 1953

(This survey was taken 6 months after graduation)

Girls successfully majored in business education	59
Gainfully employed in office occupations	42
Married, not desirous of employment	8
Employed in other than office occupations	4
Enrolled in nurses' training	2
Not employed	2
Enrolled in college	1
Total	<u>59</u>

Positions held by the 42 girls employed in office occupations:

Stenographer	12	Classified ad clerk	1
Clerk-typist	11	Duplicator operator	1
Bookkeeper	5	File clerk	1
Secretary	3	IBM Key Punch	1
Comptometer oper.	2	operator	
Secretary		Telephone operator	1
receptionist	2	Teletype operator	1
		Total	<u>42</u>

Firms employing the above 42 girls:

Alton Banking and Trust Company
 Alton Evening Telegraph
 Connor Insurance Agency, Wood River
 Cook Construction Company, Hartford
 Federal Bureau of Investigation, Wash.
 First National Bank of Wood River (2)
 Fluor Corporation, Ltd. (2)
 Gately's Department Store, Alton
 Green and Hoagland, Attorneys, Alton
 Illini Mutual Insurance Company, Champaign
 Illinois Bell Telephone Company, Alton
 Illinois State Bank, East Alton
 Kienstra Fuel & Supply, Wood River
 Laclede Steel Company, Alton
 Dr. H. S. Mendlsohn, East Alton
 Mid-State Finance Company, Alton

TABLE X

(Continued)

Millers Mutual Insurance, Alton
 Modern Plumbing Company, East Alton
 Mutual Bank and Trust Company, St. Louis
 National Association of Credit Men, St. Louis.
 Olin Industries (10)
 Owen-Illinois Glass Company, Alton (3)
 Shell Oil Company (3)
 Standard Oil Company

Machines used for which no training was given in high school
 (Number of times mentioned in the questionnaires is in parentheses)

Bookkeeping machine (8)	Teletype (2)
Frieden electric calculator (5)	Blue Print Machine
IBM Executive type electric typewriter (5)	Graphotype
Pitney-Bowes postage meter (4)	Marchant calculator
Addressograph (3)	IBM key punch
Protectograph (3)	Recordak

SALARY RANGES

Highest	\$245.00
Lowest	120.00
Average	176.93

MISCELLANEOUS

The rate of enrollment in Business Education is remaining high. At the present time 62 of 78 senior girls (79.5%) are majoring in Business Education. In the sophomore orientation course 84 of 103 girls (81.6%) are enrolled. There is also a new high in boys in the sophomore course--3.

The highest salary paid an employee after six months was \$254.00, the lowest was \$120.00. The average salary of the forty-two employed graduates was \$176.93.

The 1954 follow-up survey (Table XI) was taken six months after graduation. As indicated, sixty-two girls graduated with a major in Business Education. Thirty-eight of the graduates were employed in office occupations; nine enrolled in college; seven were married and not desirous of employment; three were employed in jobs other than office occupations; two were enrolled in nursing; and one enrolled in business college. The return on this survey was 100%.

As indicated in the other surveys, twenty-four of the thirty-eight employed students were either clerk-typists or stenographers. The other sixteen graduates were classified in one of eleven different occupations. Six of the sixteen were in the position of secretary. In summary, twenty-eight of the thirty-eight students were in one of three occupations.

Of the firms employing the graduates, Olin-Mathieson Chemical Company employed eleven; Owens Illinois Glass of Alton employed two; Alton Banking and Trust Company employed two; and the other firms listed employed one of the graduates. Machines used by graduates on which no training was given in school were listed.

TABLE XI
 JOB SURVEY OF
 THE BUSINESS EDUCATION DEPARTMENT
 OF THE CLASS OF 1954

(This survey was taken 6 months after graduation)

Number of girls who successfully majored in Business Education: 62

Gainfully employed in office occupations	38
Enrolled in college	9
Married, not desirous of employment	7
Employed in other than office occupations	3
Unemployed	2
Enrolled in schools of nursing	2
Enrolled in business college	1
Total	<u>62</u>

Types of positions held by the 38 girls employed in office occupations:

Clerk-typist	12	Stenographer-bkkpr.	1
Stenographer	10	File clerk	1
Secretary	6	Statistical typist	1
Billing clerk	3	Accounting Mach. Op ^{ts}	1
Typist	2	FBX Operator	1

Firms employing the above 38 girls:

Alcan Company Incorporated, Alton
 Alton Banking and Trust Company (2)
 Barad Lingerie Company, St. Louis
 Biederman's, Alton
 Calernan Company, Wichita, Kansas
 Federal Steel and Supply Company, E. A.
 Gaylord Contain Corporation, St. Louis
 Laclede Steel Company, Alton
 Mercantile National Bank, Dallas, Texas
 Metropolitan Insurance Company, Alton
 Millers Mutual Insurance Company, Alton

TABLE XI

(Continued)

Monticello College, Godfrey
 National Auto and Casualty Company,
 St. Louis, Missouri
 National Cleaners, East Alton
 Olin-Mathieson Chemical Company (1)
 Owen-Illinois Glass (2)
 Public Loan, St. Louis
 Dr. W. V. Roberson, Wood River
 Seven-Up Bottling Company, St. Louis
 Sinclair Refining Company, Wood River
 Stolze Lumber Company, Wood River
 Utilities Insurance Company, St. Louis
 Wood River Journal

Machines used on the job for which no training was given in high school:

Addressograph	IBM Accounting Machine
Blue Print Machine	IBM Executive Typewriter
Bookkeeping Machine	IBM Statistical Typewriter
Bruning Machine	PBX
Burroughs Billing Machine	Teletype

SALARY RANGES

Highest	\$220.00
Lowest	110.00
Average	172.23

The lowest salary paid a 1954 graduate six months after graduation was \$110.00, the highest was \$220.00, and the average salary was \$172.21 per month.

The 1955 Business Education Department survey (Table XII) shows a total of fifty-one graduates--fifty girls and one boy. This was the only boy in six years to graduate with a major in Business Education.

Of the fifty-one graduates, six months after graduation, thirty-eight were employed in office occupations; five were married and not desirous of employment; four were unemployed; two were enrolled in nurses' training; one was enrolled in college; and one was employed in an occupation other than office.

Twenty-six of the students were employed either as clerk-typists, stenographers, or general office clerks. The remaining twelve graduates were employed in one of seven different occupations. Of the thirty-eight graduates who were working, the Granite City Engineers Depot employed nine; Missouri Audit Bureau of St. Louis employed three; Shell Oil Company employed three; and the other firms listed employed either one or two of the students.

In the list of machines used on the job for which no training was given in our school, the executive IBM typewriter was indicated by nine graduates; the check protector by five; and seven other machines listed from one to four times.

TABLE XII
 JOB SURVEY OF
 THE BUSINESS EDUCATION DEPARTMENT
 OF THE CLASS OF 1955

(This survey was taken 6 months after graduation)

50 girls and 1 boy successfully majored in Business Education

Gainfully employed in office occupations	38
Married, not desirous of employment	5
Unemployed	4
Enrolled in schools of nursing	2
Enrolled in college	1
Employed in other than office occupations	1
Total	<u>51</u>

Types of positions held by the 38 girls employed in office occupations:

Clerk-typist	13	IBM card punch operator	2
Stenographer	7	Secretary	2
General Office Clerk	6	Payroll clerk	1
Receptionist-typist	3	Cashier	1
Bookkeeper	2	Dictaphone operator	1

Firms employing the above 38 girls:

AAA Credit Service, St. Louis
 Carter-Wood River Motors
 Citizens Packard Agency, Detroit
 City of Wood River
 Firemen's Fund Insurance, Chicago
 Fisher Lumber Company, East Alton
 Granite City Engineers Depot (9)
 Home Building and Loan Association, Alton
 Emmett Howard Insurance Agency
 Hubbell Metals Incorporated, St. Louis
 Illinois State Bank of East Alton (2)
 International Shoe Company, Hartford (2)
 Mallinkrodt Chemical Company, St. Louis
 Dr. Mendelsohn, East Alton
 Missouri Audit Bureau, St. Louis (3)
 Olin-Mathieson Chemical Corporation
 Owens-Illinois Glass Company
 Paragon Cleaners, East Alton
 Petrolite Corporation, St. Louis
 Shell Oil Company (3)

TABLE XII

(Continued)

Sinclair Oil Company
 Singer Sewing Machine Company, St. Louis
 State of Illinois, Division of Vocational
 Rehabilitation

Machines used on the job for which no training was given in
 our school;

Executive IBM Electric Typewriter (9)
 Check Protectors (5)
 IBM Tabulators, Sorters, Collators and Reproducers (4)
 Addressograph
 Folding Machine, Billing Machine, Posting Machine
 Metered Mailing Machine, Teletype

SALARY RANGES

Highest	\$260.00
Lowest	128.00
Average	198.82

The lowest salary of a 1955 graduate of the Business Department six months after graduation was \$128.00, the highest was \$260.00, and the average was \$198.82.

CHAPTER IV

CONCLUSIONS AND RECOMMENDATIONS

On the basis of the data and information presented in this paper, the following conclusions and recommendations are made:

CONCLUSIONS--CURRICULUM

This paper has been concerned with two problems: The growth and development of the curriculum, and a follow-up study for the purpose of evaluation.

In comparing Table I with Table IV, the curriculum shows considerable revision. In the old curriculum, extensive training in the secretarial field was available, but training in bookkeeping was limited. The new curriculum offers a Basic Business Course with the opportunity to take further training in three different fields, that of Clerical Office Training, Secretarial Office Training, and Retail Selling with Bookkeeping as an elective in the old curriculum.

In reviewing the objectives of the courses in the old curriculum and the new curriculum, the objectives in the new curriculum are more specific than in the old curriculum and therefore better adapted to the needs of the students.

The Basic Business Course, as indicated on page 10, is fundamentally an orientation course to help the student decide if he wants to continue in the business field. Since basic

business education generally contributes to the general education of all learners; is required of all pupils; and deals strictly with the personal, social, and consumer problems in our economic life, the title is misleading.

The Secretarial and Clerical Practice class has sufficient office machines and equipment available for the course, however, this course could probably be developed into an office occupations program. Because of the highly industrialized area, there are available training stations and unlimited opportunities for people in this field. This will be noted later in the conclusions on the follow-up study.

The Distributive Education program appears to need more "background" course in the curriculum.

The total number of students served by the Business Education Department in the old curriculum (Table III) was 436. The total school enrollment at the time was around 1200. The present curriculum serves 481, compared with a school enrollment of about 1,000.

CONCLUSIONS--SURVEY

The high rate of return answers on the six surveys is noteworthy. It can probably be attributed to the following: Each survey was taken within one year after graduation; the questionnaire was easy to fill out; follow-up contacts were made with students in cases of a delayed return of the questionnaire.

The 1950 survey (Table VII) indicates that twenty-eight of the forty-seven graduates were gainfully employed. However, it should be noted that five were not desirous of employment; four were attending college; and one was attending business college. This means that at the time of the survey, at least thirty-three of the forty-seven graduates were directly using their high school business training. The machines being used without training were: teletype, electric billing machine, addressograph, tickometer, electric vari-typer, and multilith. This training probably would be available in an office occupations program because of "on-the-job" training. This should be noted throughout the conclusions on the other surveys. It is impossible for a school to have all the machines a graduate would use. "On-the-job" training helps eliminate this problem.

It is worth noting at this point, and in future references to the surveys, that all the graduates, except 1956, were girls. Only one boy successfully majored in Business Education during the five-year period.

The 1951 survey (Table VIII) showed that twenty-three of the twenty-eight graduates were actually using their high-school business training in a direct way.

This survey (1951) was the most inadequate survey of the six-year period.

The 1952 survey (Table IX) shows fifty-nine out of the sixty-eight graduates using their training in a direct way. In this survey, the firms employing the graduates were listed. This is helpful in follow-up studies with employers and in planning a future Office Occupations program.

Extensive testing of students by the Federal Civil Service at this time (1952-53) indicated the following weaknesses: Inability to solve arithmetical problems in paragraph form; extensive weaknesses in the general-education background; spelling; and grammar.

In 1953 (Table X) forty-three of the fifty-nine graduates were using their business training in a direct way. Statistics at this point indicate that the peak employment period is leveling off. Personnel men are eliminating "marginal" workers.

Only one of the 1953 Business Education graduates attended college.

The 1954 survey shows (Table XI) forty-eight of the sixty-two graduates in employment directly connected with Business Education. The 1954 graduates found that the first job was more difficult to secure and that the beginning salary was less than in previous years. The most frequent complaints from the people hiring graduates was that the average high-school graduate was too young. Older and more mature employees were available.

The intelligent, well-trained girl who had attained good grades in high school and developed her business skills and personality to fit the business needs, found a job readily. The "marginal" worker had been "laid-off" and the "marginal" high-school graduate found it most difficult to secure a clerical position.

In the class of 1955, the first boy was graduated from the Business Education Department. This boy was also the only graduate from the Business Education Department in 1955 to attend college.

An unusual feature of the 1955 employment picture was the emergence of the Granite City Engineers Depot, a Federal Civil Service Installation, as principal employer. Nine of the 1955 graduates were employed there, all having taken civil service examinations as a part of the requirements of the Business Education Department. The Olin Industries previously employed most of the graduates. However, most of the employees are working for Civil Service because of the higher salary.

In reviewing the highest, lowest, and average salary for the six-year period (Table XIII), the average is most significant. As indicated earlier in this paper, 1954 graduates found jobs more difficult to secure and also most difficult to keep. The "marginal" workers were dropped.

This point is emphasized by the average salary. The average increased every year except the year of 1954 in which the average dropped from \$125.00 to \$120.00. In 1955, it increased to \$128.00. The increase was due primarily to the employment at the Granite City Engineering Depot.

RECOMMENDATIONS

It is recommended that the title Basic Business Training be changed to Business Orientation.

It is recommended that the course of study for the book-keeping course be reviewed, with the idea of adapting the course more to the needs of the students.

It is recommended that Business English be emphasized more throughout the Business Curriculum and that the Business Education students be urged to enroll in English during all four years in high school. It is also recommended that Mathematics be stressed.

It is recommended that the Business Department place more emphasis on poise, personality, correct dress, posture and grooming.

It is recommended that an Office Occupations program be considered as a part of the curriculum. This would ease the demand for some special machines in the Business Department. The community of Wood-River is so highly industrialized that the demand for office personnel is greater than in most communities.

It is recommended that more boys be encouraged to take business courses.

TABLE XIII

S U M M A R Y

	<u>1950</u>	<u>1951</u>	<u>1952</u>	<u>1953</u>	<u>1954</u>	<u>1955</u>
Number majoring in Business Education	47	28	68	59	62	51
Monthly salaries						
highest	\$270.00	200.00	246.00	245.00	220.00	260.00
lowest	100.00	150.00	125.00	125.00	120.00	128.00
average	262.11	173.45	175.19	176.23	172.21	198.82
Attending college	4	8	3	1	9	1
Married 6 mos. after graduation	12	2	12	16	13	6
Place of employment						
Alton-Wood River	23	14	44	38	28	18
Granite City-Fed. Civil Service	-	-	-	-	-	9
Elsewhere	5	1	11	4	9	11

APPENDIX A

EAST ALTON-WOOD RIVER COMMUNITY HIGH SCHOOL WOOD RIVER, ILLINOIS

Howdy, Podner,

As you have probably spotted ahead, this letter is mimeographed. Please don't hold it against us. We have sacrificed that personal touch in the interest of efficiency, but it doesn't mean that we are any less interested in you and your job status since you left us last June.

Old EAWRCH is still perking along. In this department we have added a new course called "Distributive Education", taught by a very personable and capable young man. The students in the class all have jobs in retail stores and coordinate the work in class with these jobs--all aimed at making better salespersons of them. Room 2, the old dungeon, has been completely remodeled in knotty pine plus a complete retailing unit--shelves, mirrors, display counters--for the course. Room 6 was also redone in robin egg blue and business classes are held there all periods. We have replaced that monster, the Sound-Scriber, with a new Ediphone that is not scratchy or so rough on ear drums. The Harvest Queen and three of her maids were once again Bus Ed majors. Incidentally, the rumor is that next year the football game will be on Thursday evening, the Coronation on Friday evening, followed immediately by a Coronation Ball in the Memorial Gymnasium. Jolly idea, eh, what?

We might add that this year's Secretarial Class is large--26 girls, while the Clerical classes are small--15 in each. So next spring if your employer is going to hire some new talent we would really appreciate it if you would have him contact us so that we could have one of these girls make an early application.

As you remember from previous years we would like very much for you to fill out the enclosed questionnaire and return it as soon as possible. The information is confidential and statistics will be compiled on a class basis only. This is the sixth year for this survey and we have always had 100% response. You will be forwarded a copy of the report as soon as it is compiled. A stamped, self-addressed envelope is enclosed for your reply. It only takes a few minutes to complete the form and send it back. We are sending it early so it won't interfere with your Christmas shopping. Miss Williams and I will haunt you by telephone and broomstick if your reply is tardy--so take heed, chum.

We hope you are happy in your job--whether it be in an office, as a housewife, or on a campus. If you are employed, we further hope you are making lots of money and spending every cent of it on clothes--at least for a little while longer. During the year we are often called about job vacancies. If you are looking for another position, indicate this on the questionnaire and we will keep your name on our active file.

APPENDIX A (Continued)

Thanks once more for cooperating with us in this follow-up report. It is more important than you may realize. Copies of it are sent all over the United States and visiting educators always ask us for one for reference purposes. It helps us change our emphasis on various phases of our curriculum and even helps us convince the schoolboard to buy more and better equipment.

Call us if we can help you in any way and come see us on one of your days off.

Sincerely,

James V. Harris, Chairman
Business Education Dept.

APPENDIX B

EAST ALTON-WOOD RIVER COMMUNITY HIGH SCHOOL
BUSINESS EDUCATION SURVEY

Name _____

Address _____

Present employer _____

Position _____ Salary per month _____

Description of duties _____

Machines used on your job _____

Machines used for which no training was given in high school _____

What phases of your training in high school did not adequately fill
the needs of your present job? _____

What advice can you offer for students now in high school in the light
of your work experience? _____

What things do you think were over-emphasized in the business educa-
tion curriculum? _____

What things do you think need more emphasis in our curriculum? _____

Comments: (Any and all)

BIBLIOGRAPHY

A. Books

Haas, Kenneth B., Distributive Education. New York: The Gregg Publishing Company, 1949.

Mays, Arthur B., Principles and Practices of Vocational Education. New York: McGraw-Hill Book Company, Inc., 1948.

B. Bulletins

Criteria for the Evaluation of a Distributive Education Program, State of Illinois, Board of Vocational Education, 1949.

Improved Methods of Teaching the Business Subjects, South-Western Publishing Company, 1945.

C. Unpublished Material

Paynic, Richard, "An Evaluation of the Business Training for Office Occupation Received by the Graduates of East Alton-Wood River Community High School.", Unpublished Master's thesis, Northwestern University, 1951.