

DOCUMENT RESUME

ED 021 991

VT 004 337

A PICTORIAL GUIDE TO AID IN PLANNING BUSINESS AND DISTRIBUTIVE EDUCATION CLASSROOMS AND FACILITIES.

New York State Education Dept., Albany. Bureau of Business and Distributive Education.

Pub Date 65

Note- 54p.

EDRS Price MF-\$0.25 HC-\$2.24

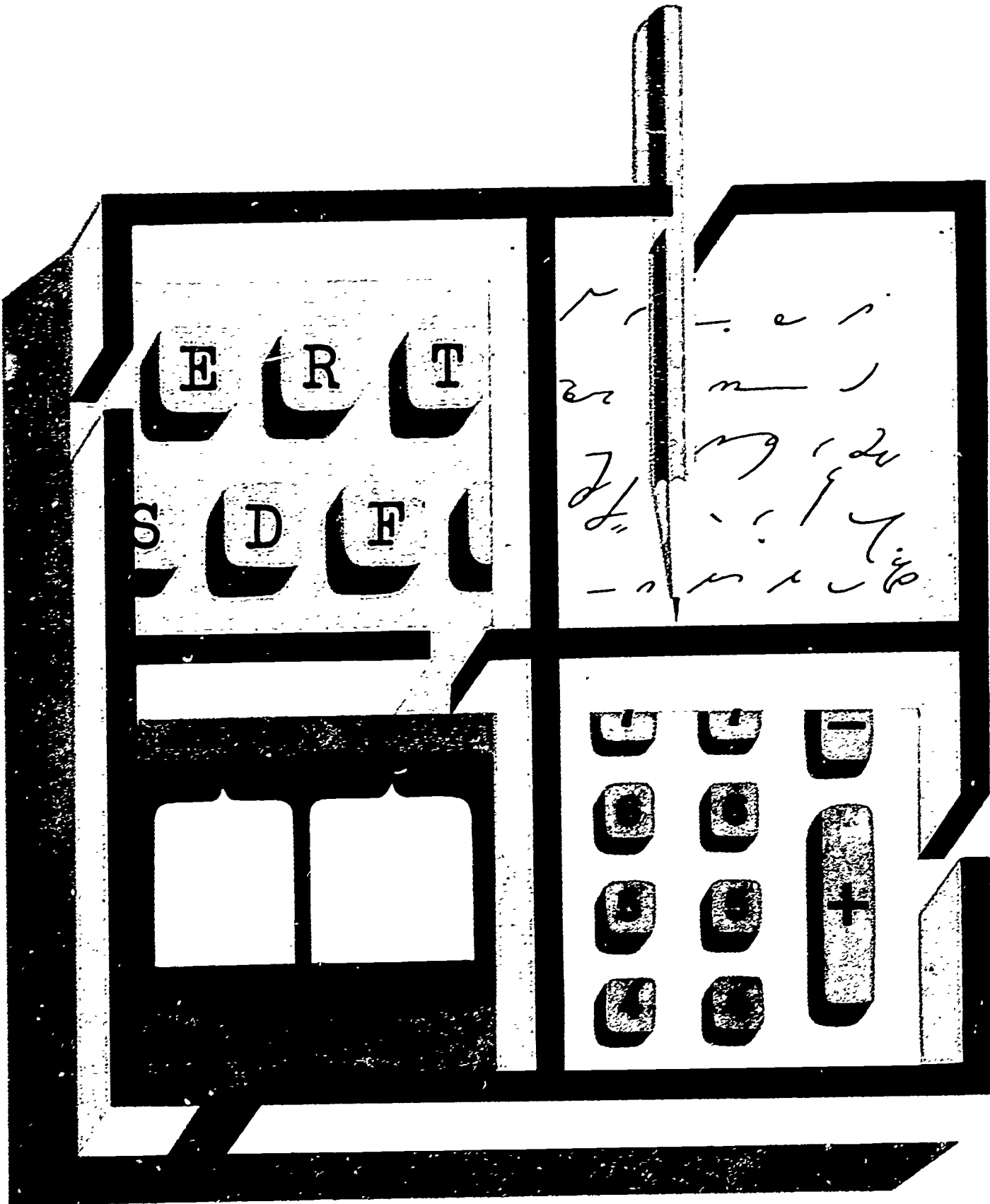
Descriptors-*BUSINESS EDUCATION, *DISTRIBUTIVE EDUCATION, *EDUCATIONAL FACILITIES, EQUIPMENT, FACILITY GUIDELINES, SCHOOL CONSTRUCTION, SPACE UTILIZATION

This guide was developed to aid personnel making plans for business and distributive education classrooms and facilities. The information is arranged by secondary school enrollments ranging from 175 to 3,000 in grades 7-12. Detailed floor plans are included for (1) combination typewriting and business education classrooms, (2) typewriting classrooms, (3) distributive education classroom laboratories, (4) combination bookkeeping and business education classrooms, (5) secretarial practice classrooms, (6) office practice classrooms, (7) auxiliary duplicating rooms, and (8) business department office, supply and storage room. Twenty-one photographs illustrate rooms and facilities. (MM)

c.1

A Pictorial Guide To Aid in Planning

BUSINESS AND DISTRIBUTIVE EDUCATION CLASSROOMS AND FACILITIES



104337

ED 021991



THE UNIVERSITY OF THE STATE OF NEW YORK
 THE STATE EDUCATION DEPARTMENT
 BUREAU OF BUSINESS AND DISTRIBUTIVE EDUCATION

ERIC
Full Text Provided by ERIC

THE UNIVERSITY OF THE STATE OF NEW YORK

Regents of the University		Years when terms expire
EDGAR W. COUPER, A.B., LL.D., L.H.D., <i>Chancellor</i>	Binghamton	1968
THAD L. COLLUM, C.E., <i>Vice-Chancellor</i>	Syracuse	1967
ALEXANDER J. ALLAN, JR., LL.D., Litt.D.	Troy	1978
CHARLES W. MILLARD, JR., A.B., LL.D.	Buffalo	1973
EVERETT J. PENNY, B.C.S., D.C.S.	White Plains	1970
CARL H. PFORZHEIMER, JR., A.B., M.B.A., D.C.S.	Purchase	1972
EDWARD M. M. WARBURG, B.S., L.H.D.	New York	1975
J. CARLTON CORWITH, B.S.	Water Mill	1971
JOSEPH W. MCGOVERN, A.B., LL.B., L.H.D., LL.D.	New York	1969
JOSEPH T. KING, A.B., LL.B.	Queens	1977
JOSEPH C. INDELICATO, M.D.	Brooklyn	1974
MRS. HELEN B. POWER, A.B., Litt.D.	Rochester	1976
FRANCIS W. MCGINLEY, B.S., LL.B.	Glens Falls	1979

President of the University and Commissioner of Education

JAMES E. ALLEN, JR.

Deputy Commissioner of Education

EWALD B. NYQUIST

Associate Commissioner for Elementary, Secondary and Adult Education

WALTER CREWSON

Assistant Commissioner for Instructional Services (General Education)

WARREN W. KNOX

Assistant Commissioner for Instructional Services (Vocational Education)

JOSEPH R. STROBEL

Director, Curriculum Development Center

WILLIAM E. YOUNG

Chief, Bureau of Secondary Curriculum Development

GORDON E. VAN HOOFT

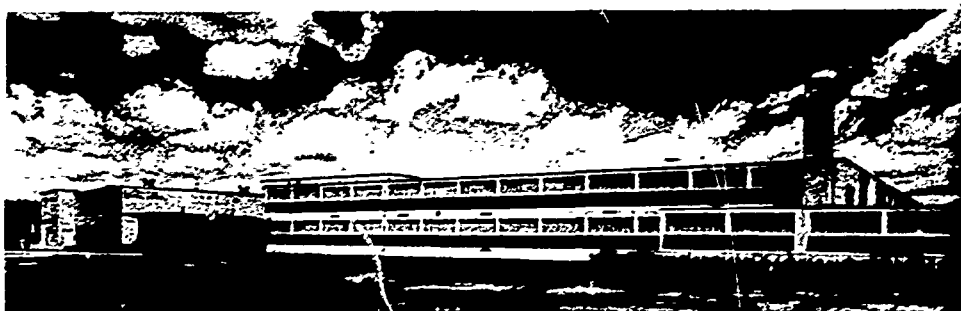
Chief, Bureau of Business and Distributive Education

JOHN E. WHITCRAFT

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL OFFICE OF EDUCATION POSITION OR POLICY.

A Pictorial Guide To Aid in Planning **BUSINESS AND
DISTRIBUTIVE EDUCATION
CLASSROOMS
AND FACILITIES**



The University of the State of New York

The State Education Department

Bureau of Business and Distributive Education

Albany, N. Y. 12224

REVISED 1965

INTRODUCTION

This pictorial guide was developed as an aid to boards of education, advisory committees, school administrators, architects, and business department chairmen and teachers who are making plans for business and distributive education classrooms and facilities.

The number of business and distributive education classrooms and kinds of equipment depends upon the nature and scope of the business program and curriculums. The information in this guide, therefore, is conveniently arranged by school enrollments. It is suggested that you refer to Contents (page iii), find the school enrollment for which you are planning, and then turn to the indicated page for the information you need to develop detailed plans for business classrooms, equipment, and facilities.

While the enrollment of a school is an important controlling factor in the development of a strong business and distributive education program, other factors also must be considered. The kind of community determines the size and type of the business education program. Because of local conditions, some communities will require much greater provision for business and distributive education than others. For example, the business and distributive education program usually is very important in the following types of communities:

1. Highly industrialized
2. Growing rapidly
3. Located near a large metropolitan area
4. Highly specialized office and store workers in demand
5. Strong school placement service

Other communities of the same size may not need such an extensive business program for the following reasons:

1. Economic status resulting in unusual emphasis on the college preparatory program
2. Declining population
3. Industries moving away
4. Weak school placement service
5. Few employment opportunities

Therefore, it is necessary that many factors be taken into consideration in determining the type and scope of a school's business education program, facilities, and equipment. It is well to bear in mind also that the present mobility of labor, modern transportation facilities, and the trend toward the decentralization of industry are changing the employment opportunities in communities which until recently have been considered rural.

It is important to note that before any of the suggestions in this guide are translated into preliminary plans, the Division of Educational Facilities Planning in the State Education Department, Albany, N.Y., should be consulted. The staff of that Division, as well as the staff of the Bureau of Business and Distributive Education, will be glad to cooperate with school officers, boards of education, and architects in supplying additional information and assistance.

This guide was developed through the cooperative efforts of the supervisory staff of the Bureau of Business and Distributive Education. Counsel and technical assistance in planning the project and developing the manuscript were given freely by the staffs of the Division of Educational Facilities Planning, and the Bureau of Publications. The State Education Department sincerely appreciates the assistance received from all those who contributed to the successful completion of this pictorial guide.

JOSEPH R. STROBEL

*Assistant Commissioner for Instructional Services
(Vocational Education)*

JOHN E. WHITCRAFT

Chief, Bureau of Business and Distributive Education

CONTENTS

INTRODUCTION	ii
--------------	----

PART 1

SUGGESTIONS FOR BUSINESS AND DISTRIBUTIVE EDUCATION PROGRAMS BASED ON SECONDARY SCHOOL ENROLLMENTS

Total enrollment grades 7-12: 175 to 250 9-12: 100 to 150	2
Total enrollment grades 7-12: 250 to 400 9-12: 150 to 250	4
Total enrollment grades 7-12: 400 to 600 9-12: 250 to 350	6
Total enrollment grades 7-12: 600 to 800 9-12: 350 to 500	10
Total enrollment grades 7-12: 800 to 1,250 9-12: 500 to 750	14
Total enrollment grades 7-12: 1,250 to 1,650 9-12: 750 to 1,000	18
Total enrollment grades 7-12: 1,650 to 2,000 9-12: 1,000 to 1,250	22
Total enrollment grades 7-12: 2,000 to 3,000 9-12: 1,250 to 2,000	24

PART 2

ADULT BUSINESS AND DISTRIBUTIVE EDUCATION FACILITIES	27
--	----

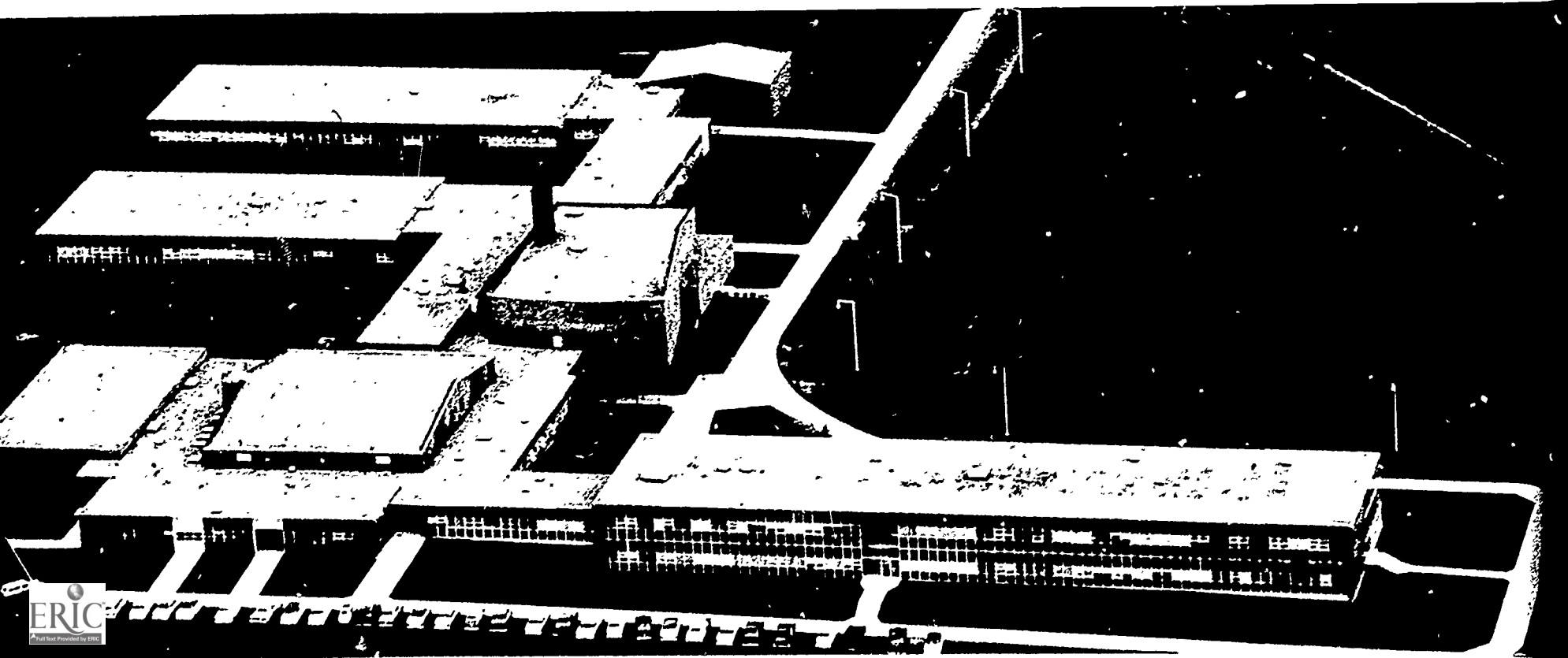
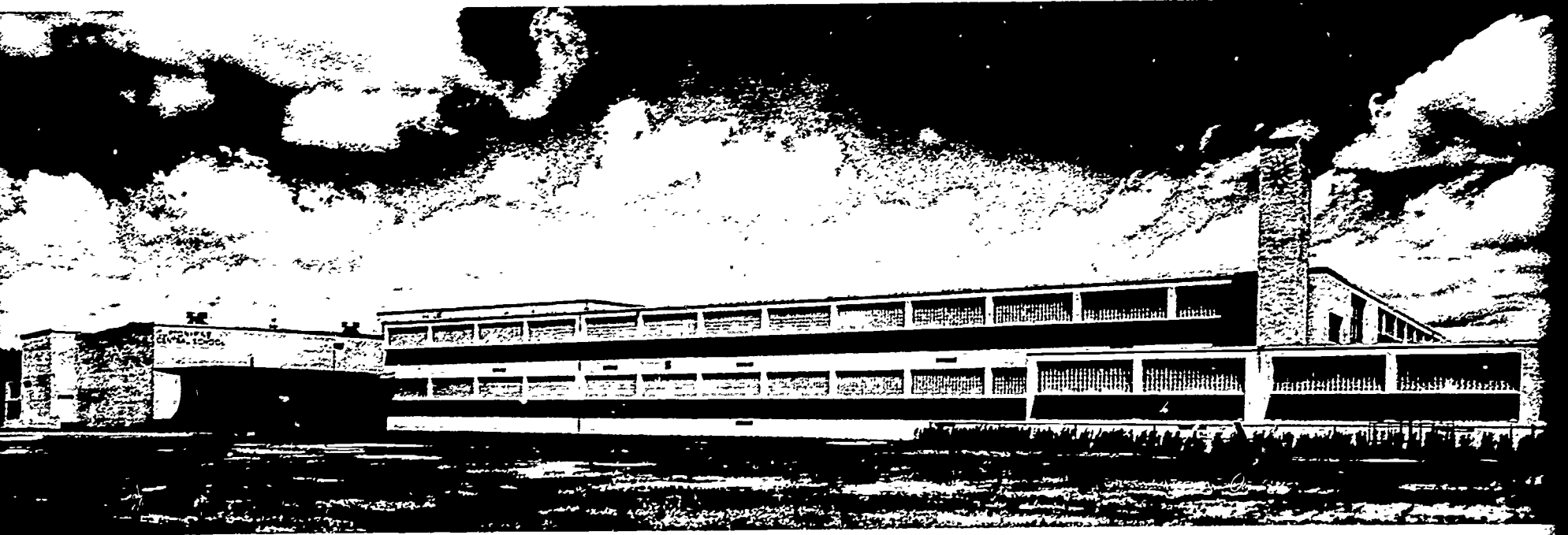
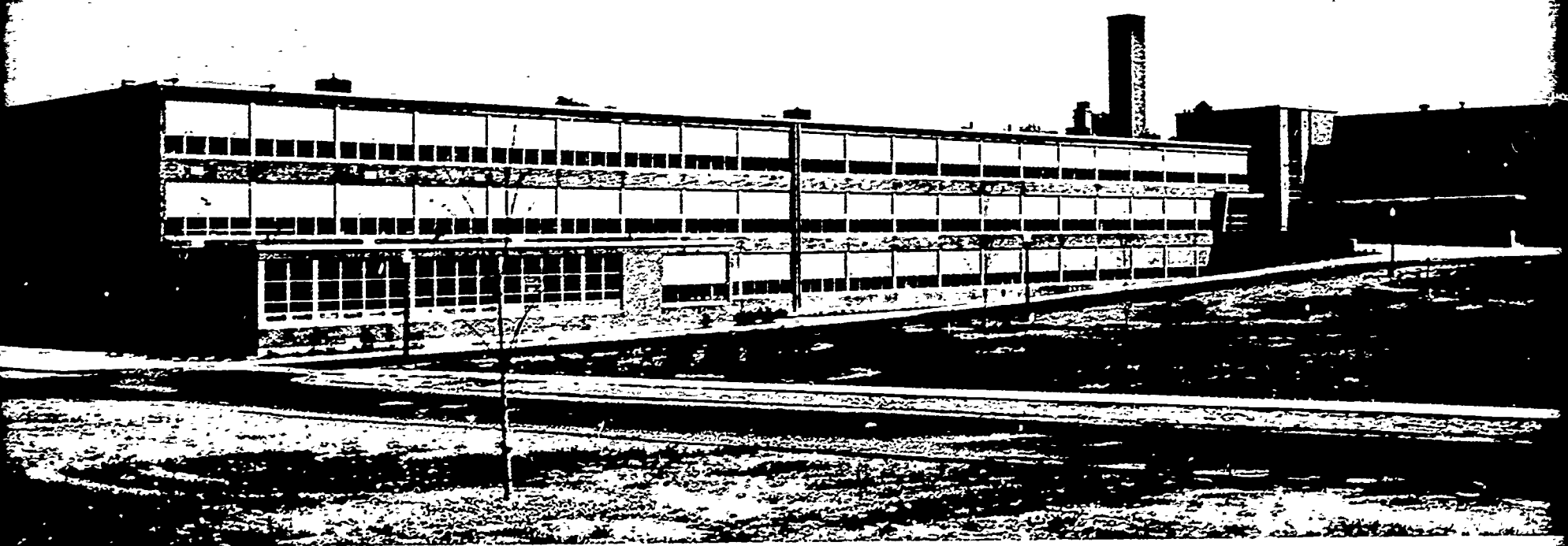
PART 3

DETAILED FLOOR PLANS	31
Combination typewriting and business education classroom	32
Combination typewriting and business education classroom	33
Combination secretarial practice and office practice classroom	34
Combination secretarial practice and office practice classroom	35
Typewriting classroom	36
Distributive education classroom laboratory	37
Distributive education classroom laboratory	38
Distributive education classroom laboratory	39
Combination bookkeeping and business education classroom	40
Combination bookkeeping and business education classroom	41
Secretarial practice classroom	42
Office practice classroom	43
Auxiliary duplicating room	44
Business department office, supply and storage room	45

PHOTOGRAPHS

Modern schools and modern business education	v
Modern instructional equipment	vi
A button dial switchboard	vii
A bookkeeping machine	vii
A typewriter with tape-cutting attachment	viii
A key-operated card-punch machine	viii
A card sorter	ix
A tabulator (accounting machine)	ix
Combination typewriting and business education classrooms	3, 5
Combination secretarial practice and office practice classrooms	8, 9
Distributive education laboratories	12, 13
Typewriting classrooms	16
Combination bookkeeping and business education classrooms	17
Business department offices	20
Supply and storage rooms	21
Auxiliary duplicating rooms	26
An adult course in bookkeeping	28
A sales management leadership group	28
A refresher course for adults	29
An investments course in a school library	29
Sales demonstrations in adult classes	30

MODERN SCHOOLS AND MODERN BUSINESS EDUCATION





MODERN INSTRUCTIONAL EQUIPMENT

The modern business education classroom should be equipped for the use of new instructional techniques.





A Button Dial Switchboard

**MODERN DATA PROCESSING AND
COMMUNICATIONS EQUIPMENT**



A Bookkeeping Machine



A Typewriter with Tape-Cutting Attachment

A Key-Operated Card-Punch Machine





A Card Sorter

A Tabulator
(Accounting
Machine)



**PART 1 SUGGESTIONS FOR BUSINESS
AND DISTRIBUTIVE EDUCATION
PROGRAMS BASED ON
SECONDARY SCHOOL ENROLLMENTS**

TOTAL ENROLLMENT

GRADES 7-12: 175 to 250
GRADES 9-12: 100 to 150

Suggested Business Education Program

Nonvocational business curriculum plus shorthand 1, shorthand 2 and transcription and/or machine transcription

If a sufficient number of vocational opportunities exist, and if the approval of the Bureau of Business and Distributive Education has been obtained, a special course, 12th-year vocational business practice, may be offered. This course was especially prepared for use in small high schools in communities in which only a few office and store job opportunities are available.

Suggested Number of Business Teachers

$1\frac{1}{2}$ to 2.

Required Number of Special Rooms

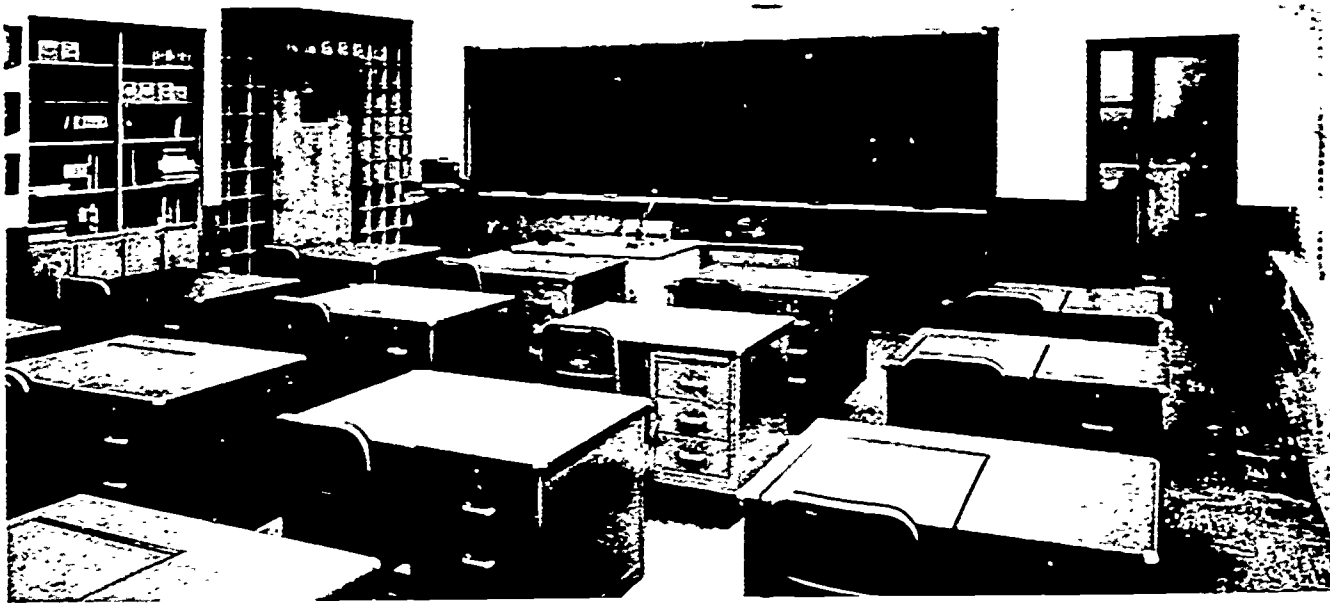
One combination typewriting and business education classroom

See page 32 for detailed floor plan.

It may be necessary to assign a number of business classes not requiring special equipment to standard classrooms. If possible, these classrooms should be adjoining or near the especially equipped business classroom.

Suggested Facilities and Equipment

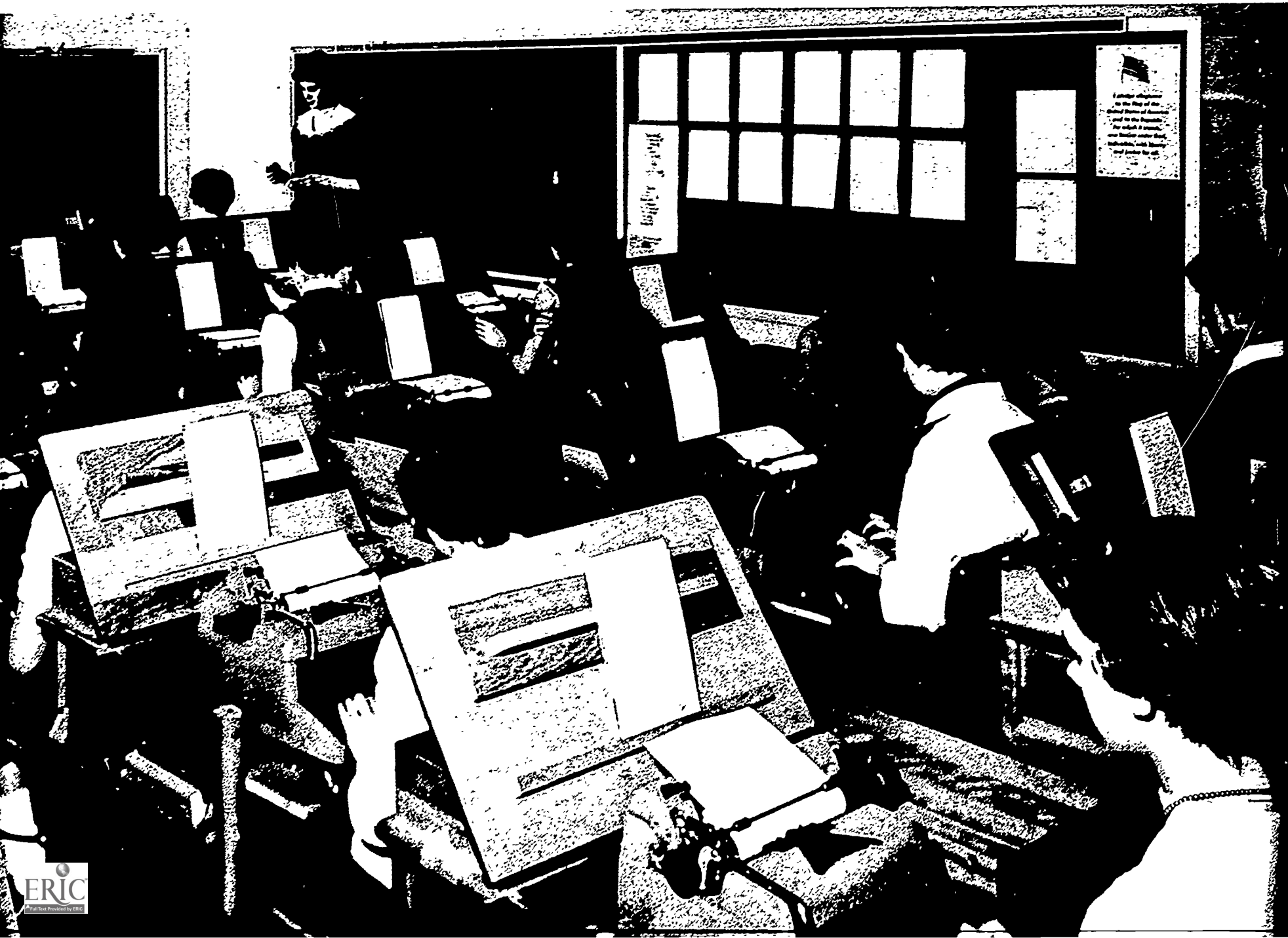
See the secretarial practice
12th-year vocational business practice
bookkeeping
machine transcription
and distribution syllabuses.



This room includes built-in bookcase and storage area.

COMBINATION TYPEWRITING AND BUSINESS EDUCATION CLASSROOMS

In the far corner of this room are a sink, towel cabinet, and soap dispenser.



TOTAL ENROLLMENT

GRADES 7-12: 250 to 400

GRADES 9-12: 150 to 250

Suggested Business Education Program

Nonvocational business curriculum plus shorthand 1, shorthand 2 and transcription, plus secretarial practice and/or machine transcription or bookkeeping 2 or office practice.

Suggested Number of Business Teachers

2 to 2½.

Required Number of Special Rooms

One combination typewriting and business education classroom

See page 33 for detailed floor plan.

Business classes not requiring special equipment may be assigned to standard classrooms. If possible, these classrooms should be adjoining or near the especially equipped business classroom.

Suggested Facilities and Equipment

See the secretarial practice
office practice
bookkeeping
machine transcription
and distribution syllabuses.



Observe the shelves and storage space underneath the windows in this classroom.

COMBINATION TYPEWRITING AND BUSINESS EDUCATION CLASSROOMS



TOTAL ENROLLMENT

GRADES 7-12: 400 to 600

GRADES 9-12: 250 to 350

Suggested Business Education Program

Nonvocational Business Curriculum
Vocational Stenographic Curriculum
Vocational Bookkeeping Curriculum
Vocational Machine Transcription Curriculum
Office Practice I

Suggested Number of Business Teachers

2 or 3.

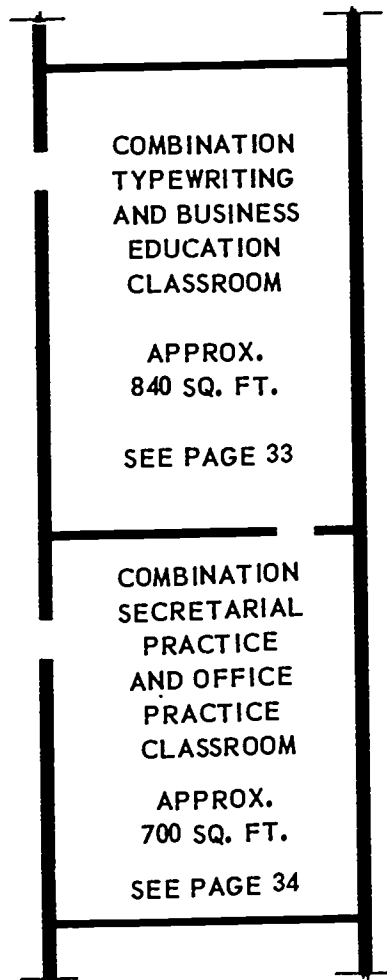
Required Number of Special Rooms (See page 7)

One combination typewriting and business education classroom
One combination secretarial practice and office practice classroom
Business classes not requiring special equipment may be assigned to standard classrooms. If possible, these classrooms should be adjoining or near the especially equipped business classrooms.

Suggested Facilities and Equipment

See the secretarial practice
office practice
bookkeeping
machine transcription
and distribution syllabuses.

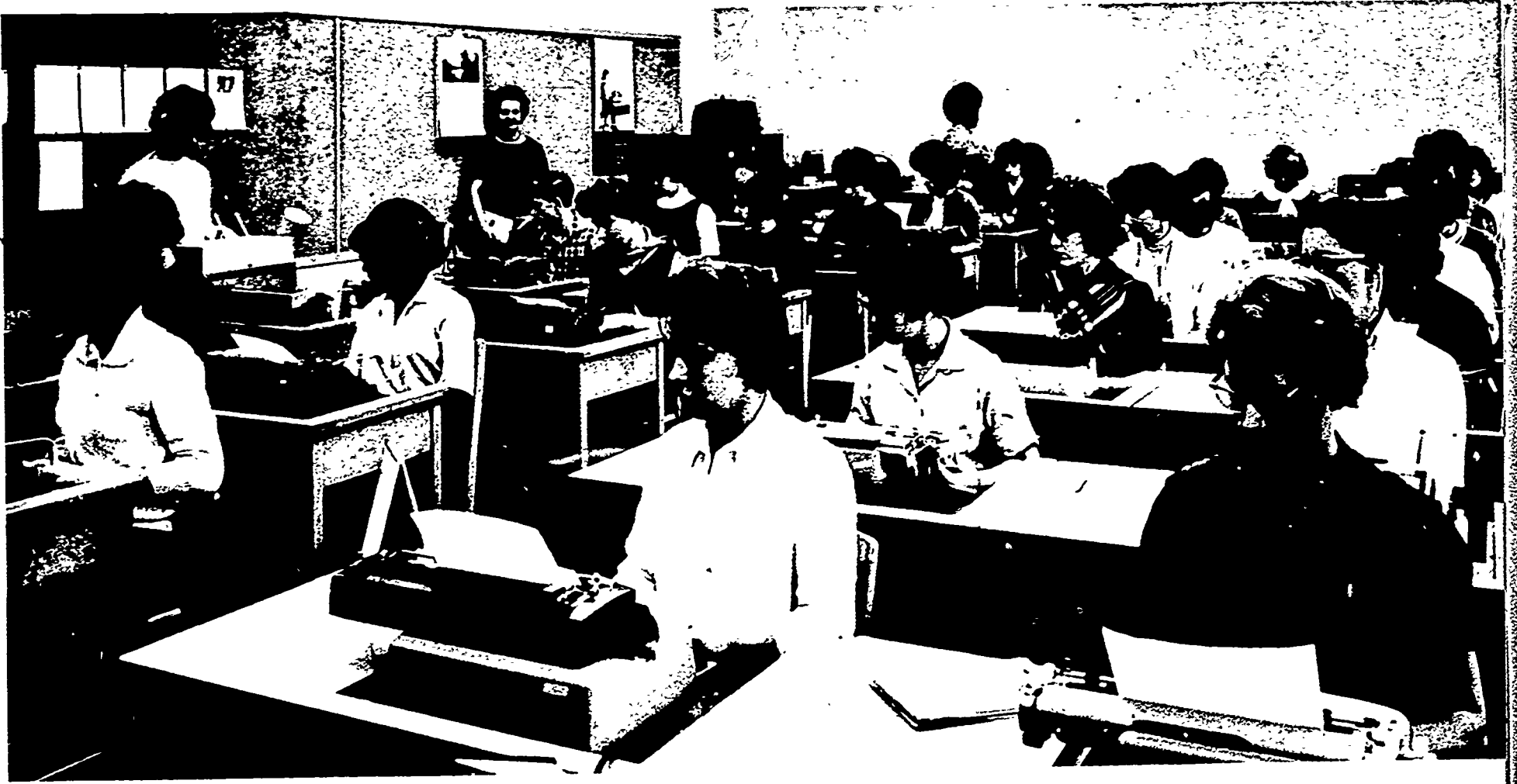
SUGGESTED ROOM ARRANGEMENT
AND SPACE REQUIREMENTS





COMBINATION SECRETARIAL PRACTICE AND OFFICE PRACTICE CLASSROOMS





Secretarial practice, office practice, and shorthand 2 and transcription are the subjects for which these classrooms are planned.



TOTAL ENROLLMENT

GRADES 7-12: 600 to 800

GRADES 9-12: 350 to 500

Suggested Business Education Program

Nonvocational Business Curriculum
Vocational Stenographic Curriculum
Vocational Bookkeeping Curriculum
Vocational Office Practice Curriculum
Vocational Machine Transcription Curriculum
Vocational Distributive Education Curriculum
Cooperative Vocational Distributive Education Curriculum
Cooperative Office Skills Curriculum

Suggested Number of Business Teachers

3 or 4.

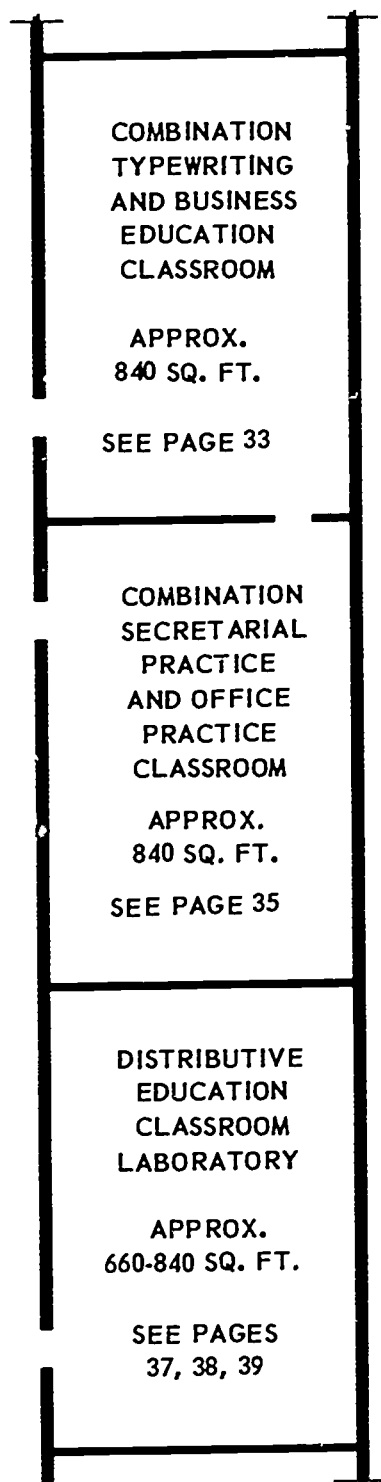
Required Number of Special Rooms (See page 11)

One combination typewriting and business education classroom
One combination secretarial practice and office practice classroom
One distributive education classroom laboratory
Business classes not requiring special equipment may be assigned to standard classrooms. If possible, these classrooms should be adjoining or near the especially equipped business classrooms.

Suggested Facilities and Equipment

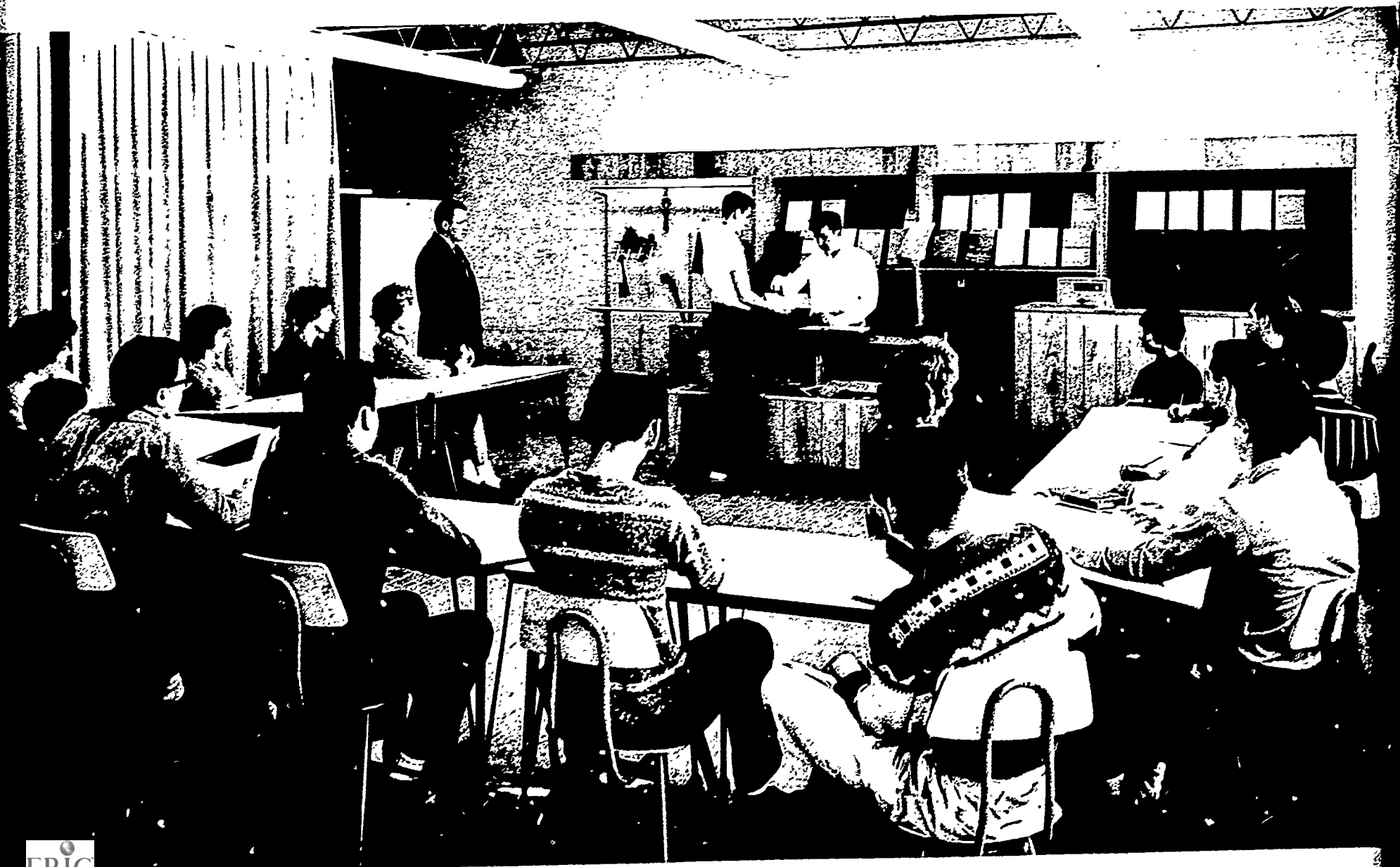
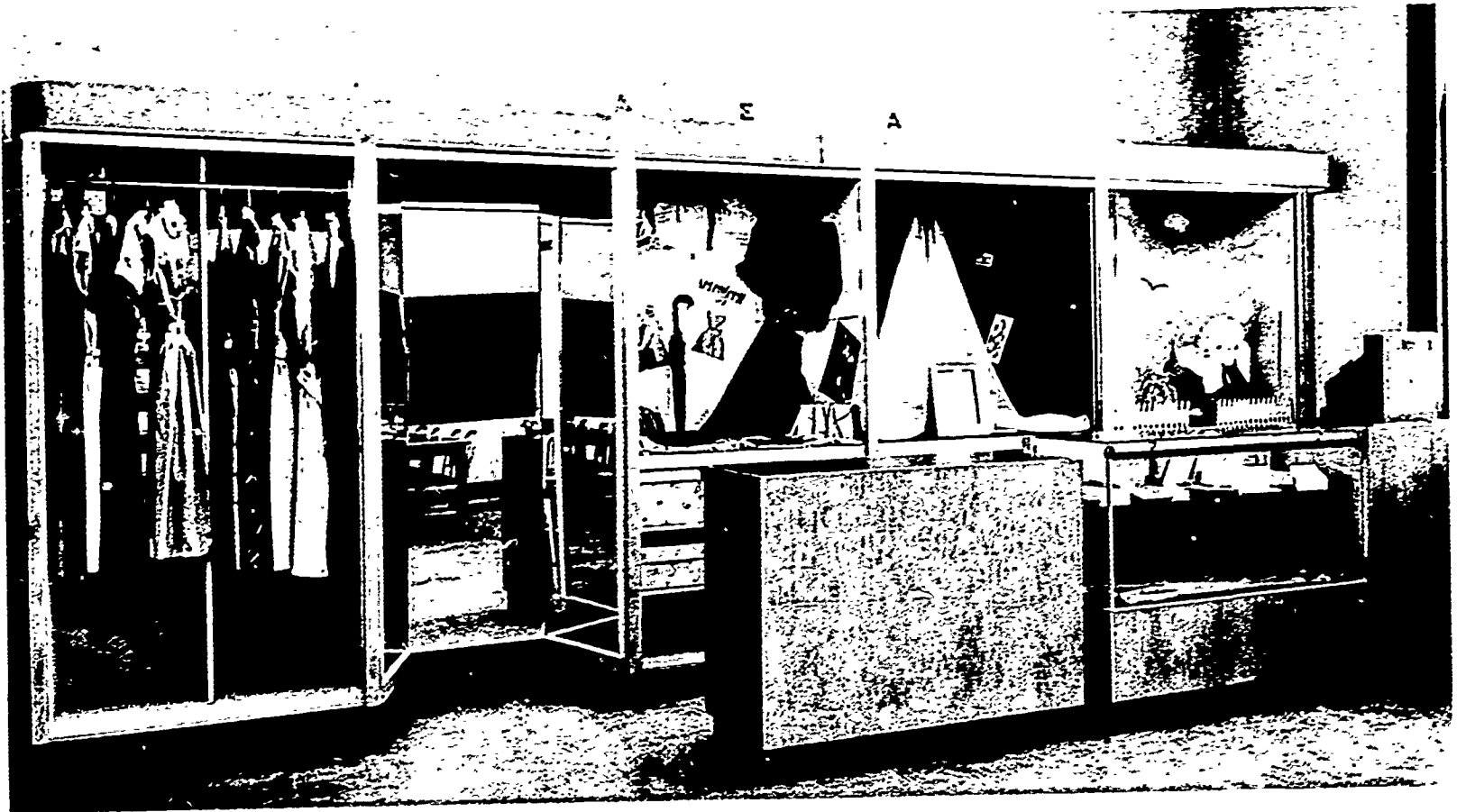
See the secretarial practice
office practice
bookkeeping
machine transcription
and distribution syllabuses.

SUGGESTED ROOM ARRANGEMENT AND SPACE REQUIREMENTS



Note: Those schools that plan to provide instruction with several types of automatic data processing equipment should have an additional special classroom for that purpose.

DISTRIBUTIVE EDUCATION LABORATORIES





These laboratories are used for the retailing classes in the regular program and for certain of the adult distributive education classes.



TOTAL ENROLLMENT

GRADES 7-12: 800 to 1,250

GRADES 9-12: 500 to 750

Suggested Business Education Program

Nonvocational Business Curriculum
Vocational Stenographic Curriculum
Vocational Bookkeeping Curriculum
Vocational Office Practice Curriculum
Vocational Machine Transcription Curriculum
Vocational Distributive Education Curriculum
Cooperative Vocational Distributive Education Curriculum
Cooperative Office Skills Curriculum

Suggested Number of Business Teachers

3 to 5.

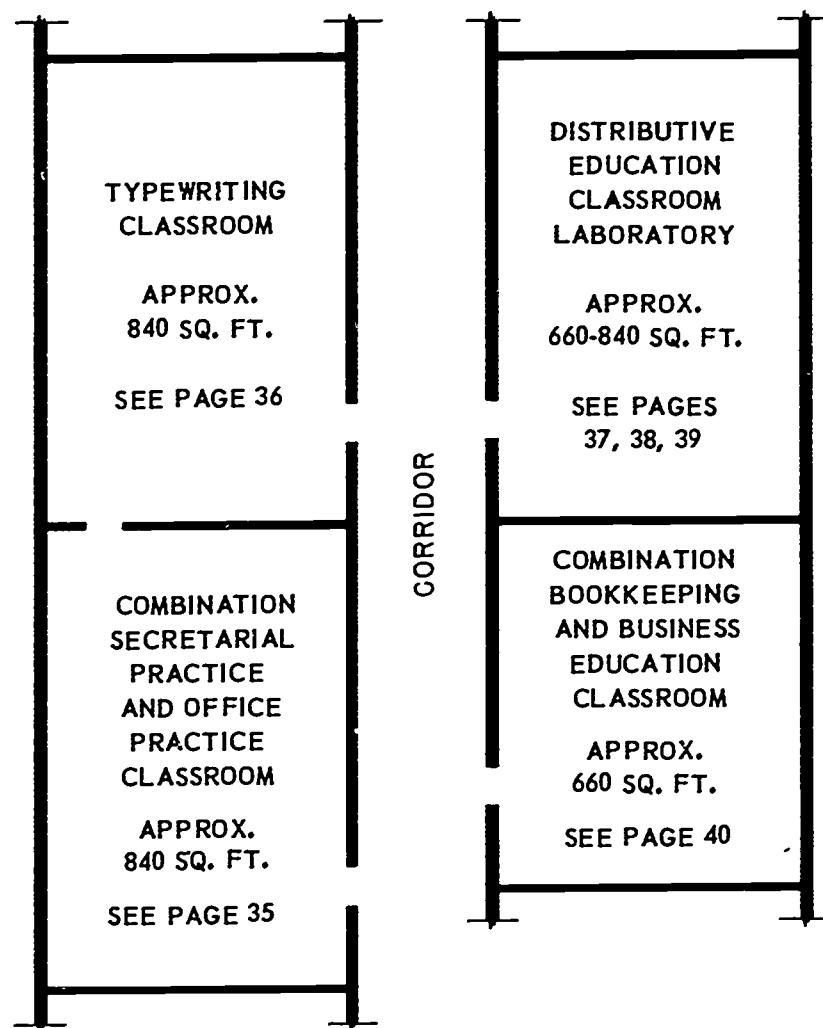
Required Number of Special Rooms (See page 15)

One typewriting classroom
One combination secretarial practice and office practice classroom
One distributive education classroom laboratory
One combination and business education classroom
Business classes not requiring special equipment may be assigned to standard classrooms. If possible, these classrooms should be adjoining or near the especially equipped business classrooms.

Suggested Facilities and Equipment

See the secretarial practice
office practice
bookkeeping
machine transcription
and distribution syllabuses.

SUGGESTED ROOM ARRANGEMENT AND SPACE REQUIREMENTS

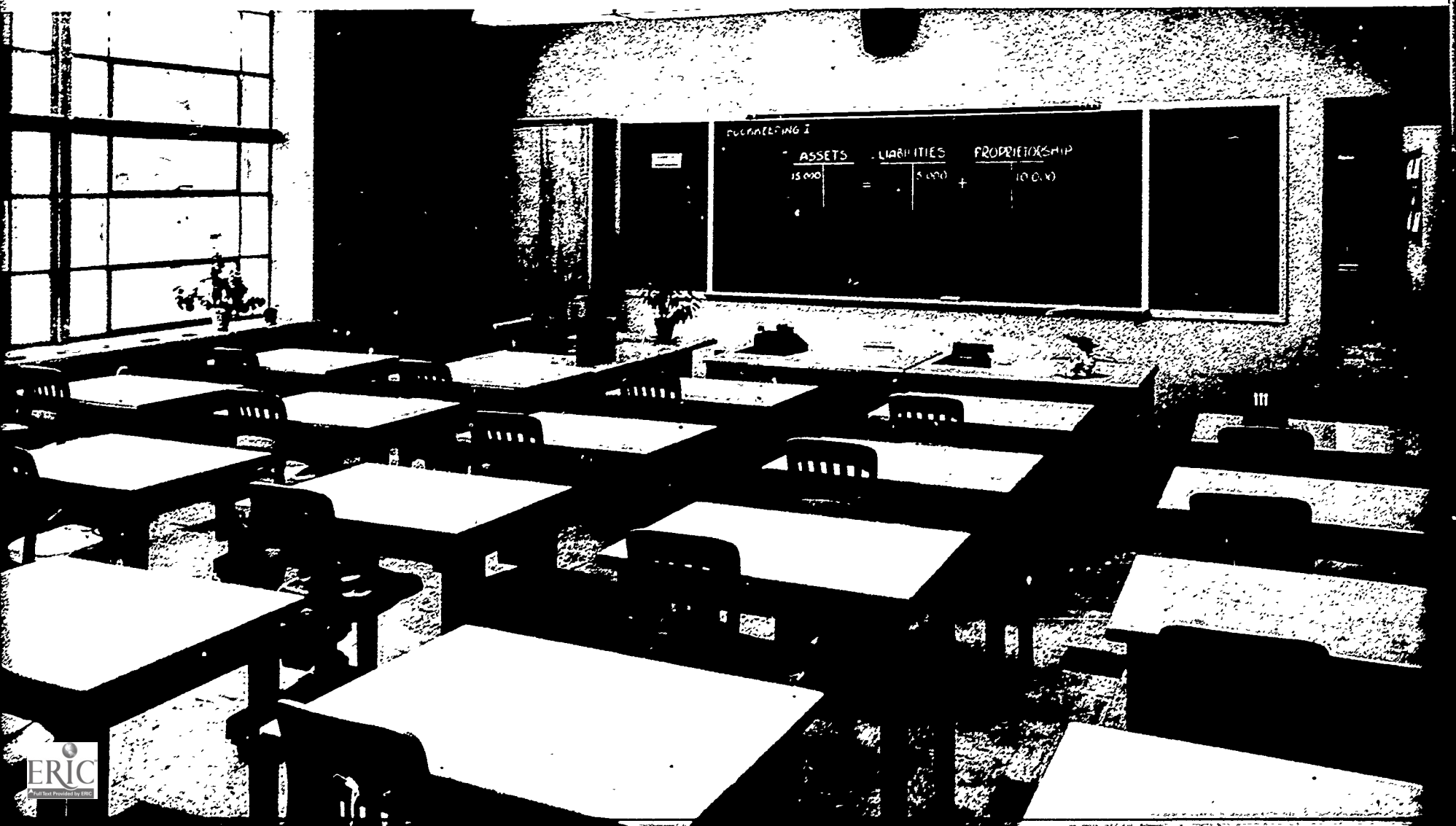


Note: Those schools that plan to provide instruction with several types of automatic data processing equipment should have an additional special classroom for that purpose.



COMBINATION BOOKKEEPING AND BUSINESS EDUCATION CLASSROOMS

In these classrooms, it is advisable to have desks or tables of a size suitable for bookkeeping instruction (recommended top surface of not less than 30" x 22").



TOTAL ENROLLMENT

GRADES 7-12: 1,250 to 1,650

GRADES 9-12: 750 to 1,000

Suggested Business Education Program

Nonvocational Business Curriculum
Vocational Stenographic Curriculum
Vocational Bookkeeping Curriculum
Vocational Office Practice Curriculum
Vocational Machine Transcription Curriculum
Vocational Distributive Education Curriculum
Cooperative Vocational Distributive Education Curriculum
Cooperative Office Skills Curriculum

Suggested Number of Business Teachers

4 to 6.

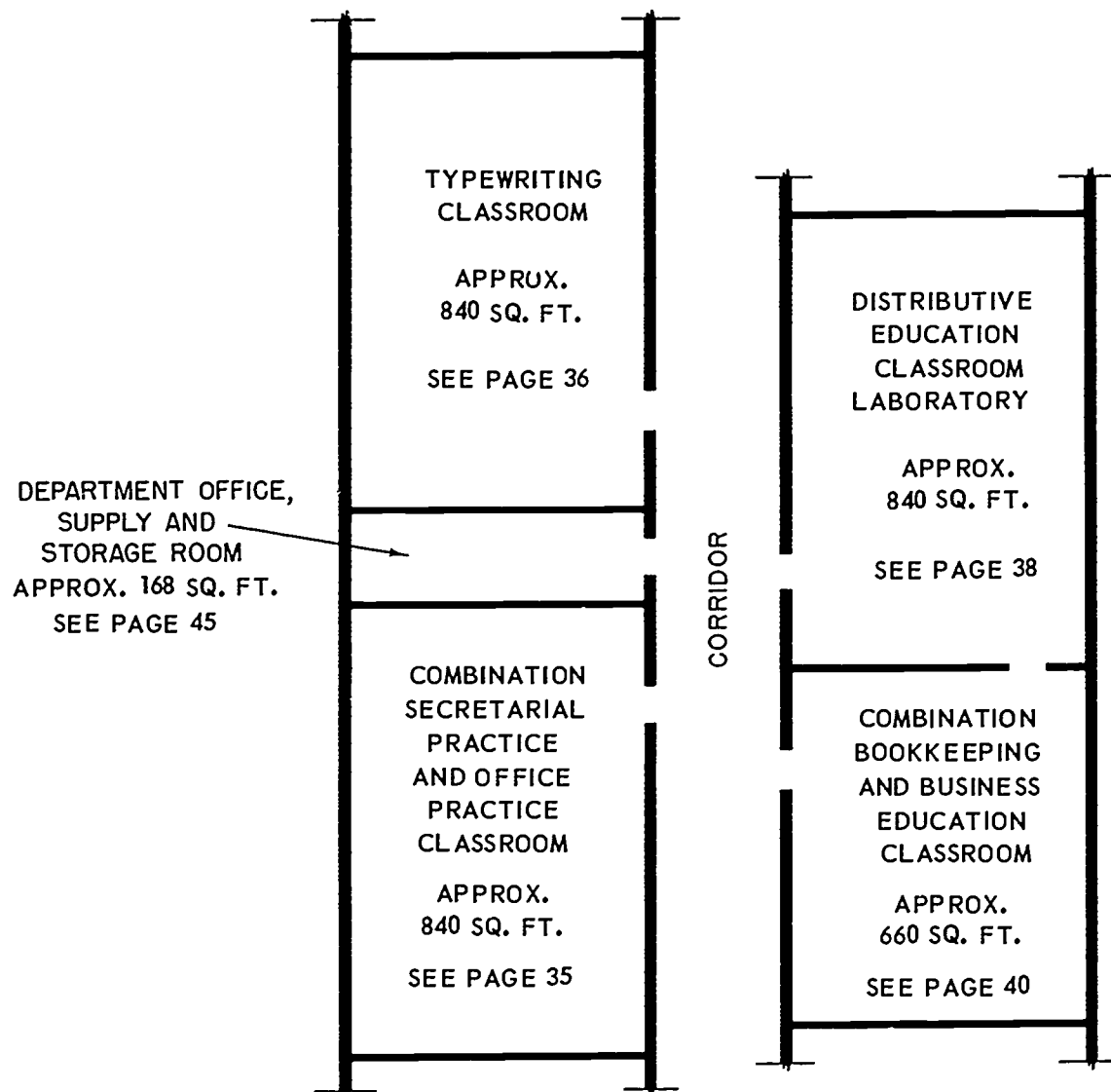
Required Number of Special Rooms (See page 19)

One typewriting classroom
One combination secretarial practice and office practice classroom
One distributive education classroom laboratory
One combination bookkeeping and business education classroom
Business department office, supply and storage room
Business classes not requiring special equipment may be assigned to standard classrooms. If possible, these classrooms should be adjoining or near the especially equipped business classrooms.

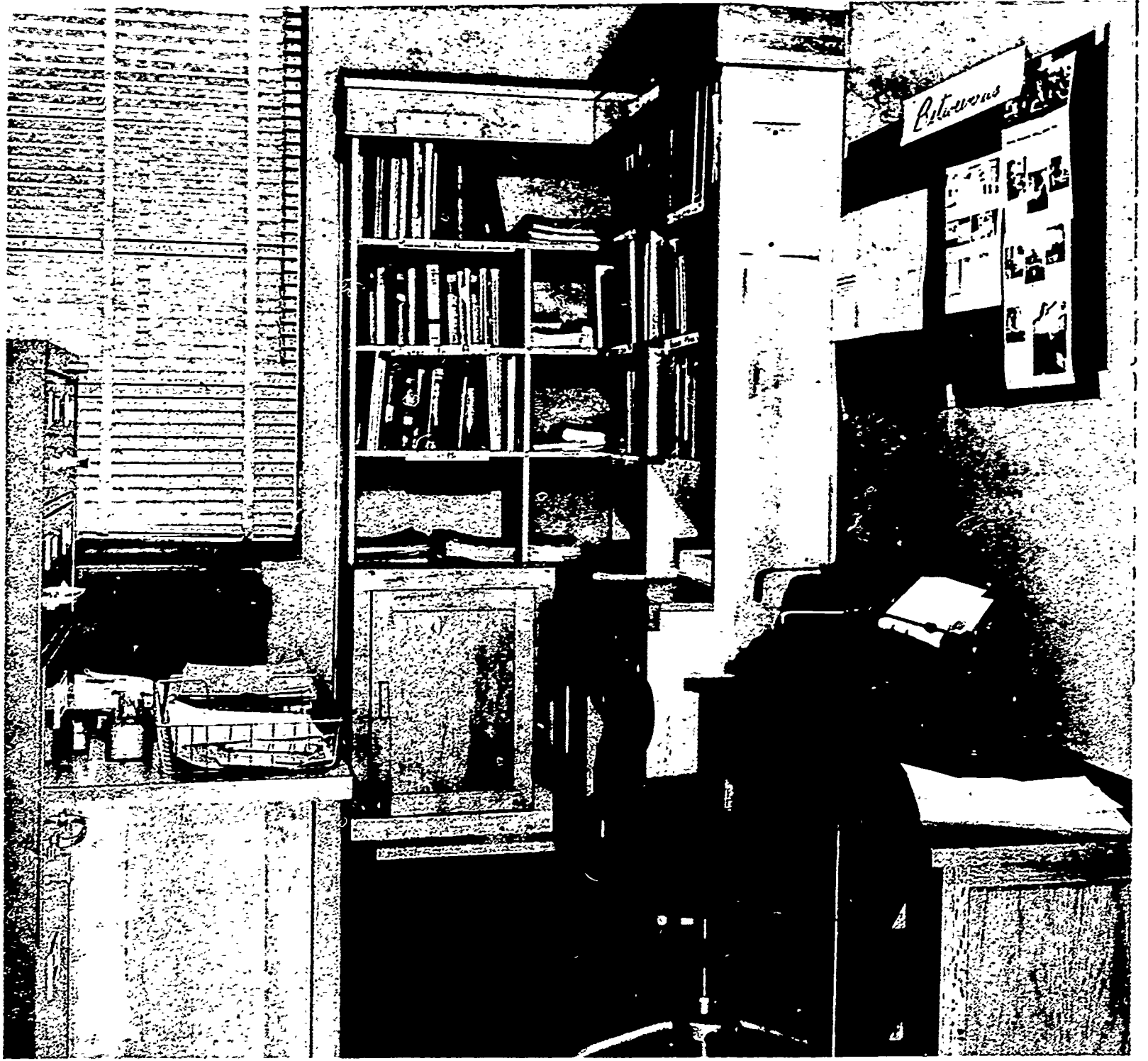
Suggested Facilities and Equipment

See the secretarial practice
office practice
bookkeeping
machine transcription
and distribution syllabuses.

SUGGESTED ROOM ARRANGEMENT AND SPACE REQUIREMENTS



Note: Those schools that plan to provide instruction with several types of automatic data processing equipment should have an additional special classroom for that purpose.



BUSINESS DEPARTMENT OFFICES,



These rooms should be equipped with an outside telephone if possible. Easy contact is thus maintained between the business teachers and the local businessmen.



SUPPLY AND STORAGE ROOMS



TOTAL ENROLLMENT

GRADES 7-12: 1,650 to 2,000

GRADES 9-12: 1,000 to 1,250

Suggested Business Education Program

Nonvocational Business Curriculum
Vocational Stenographic Curriculum
Vocational Bookkeeping Curriculum
Vocational Office Practice Curriculum
Vocational Machine Transcription Curriculum
Vocational Distributive Education Curriculum
Cooperative Vocational Distributive Education Curriculum
Cooperative Office Skills Curriculum

Suggested Number of Business Teachers

4 to 7.

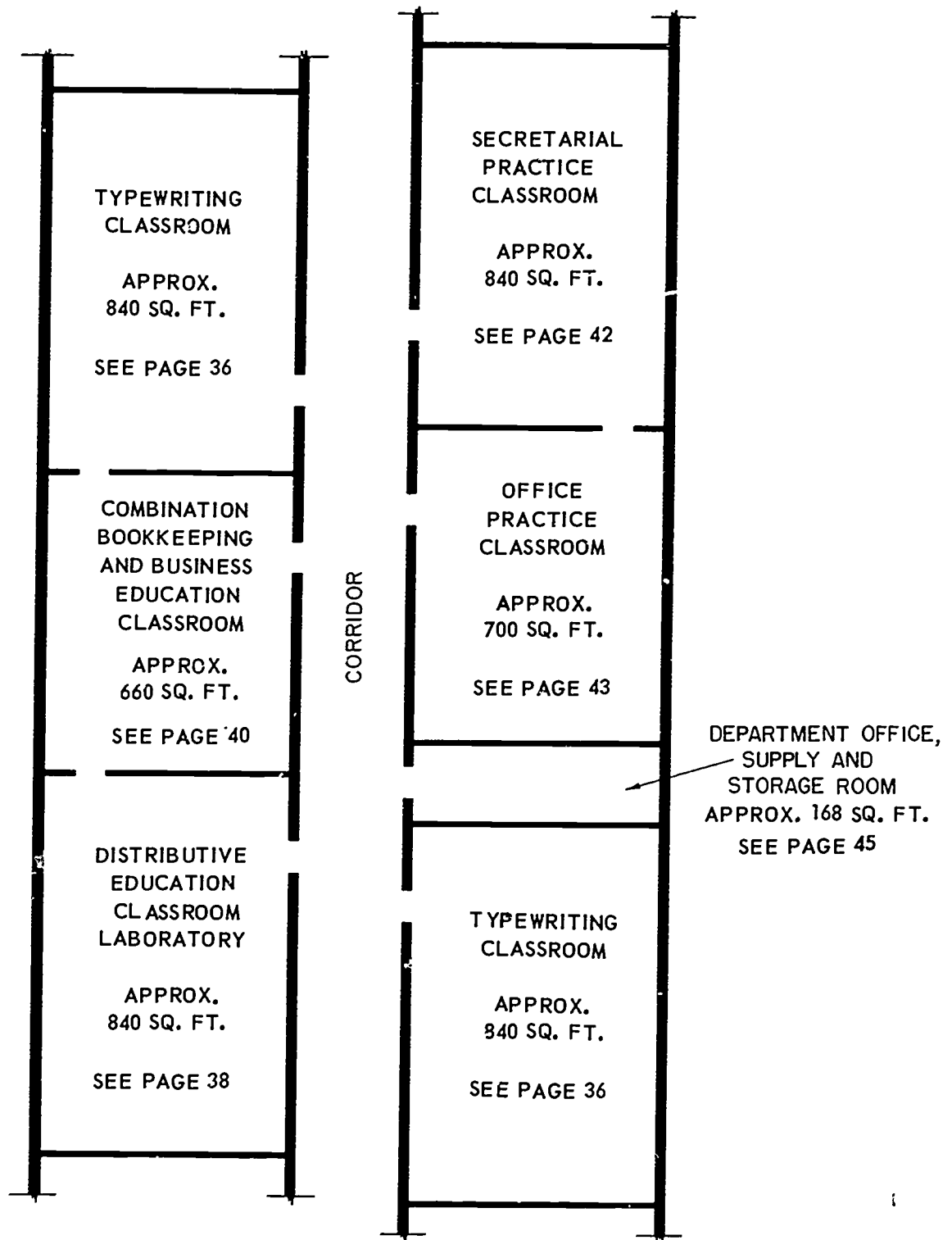
Required Number of Special Rooms (See page 23)

Two typewriting classrooms
One secretarial practice classroom
One office practice classroom
One distributive education classroom laboratory
One combination bookkeeping and business education classroom
Business department office, supply and storage room
Business classes not requiring special equipment may be assigned to standard classrooms. If possible, these classrooms should be adjoining or near the especially equipped business classrooms.

Suggested Facilities and Equipment

See the secretarial practice
office practice
bookkeeping
machine transcription
and distribution syllabuses.

SUGGESTED ROOM ARRANGEMENT AND SPACE REQUIREMENTS



Note: Those schools that plan to provide instruction with several types of automatic data processing equipment should have an additional special classroom for that purpose.

TOTAL ENROLLMENT

GRADES 7-12: 2,000 to 3,000

GRADES 9-12: 1,250 to 2,000

Suggested Business Education Program

Nonvocational Business Curriculum
Vocational Stenographic Curriculum
Vocational Bookkeeping Curriculum
Vocational Office Practice Curriculum
Vocational Machine Transcription Curriculum
Vocational Distributive Education Curriculum
Cooperative Vocational Distributive Education Curriculum
Cooperative Office Skills Curriculum

Suggested Number of Business Teachers

5 to 10.

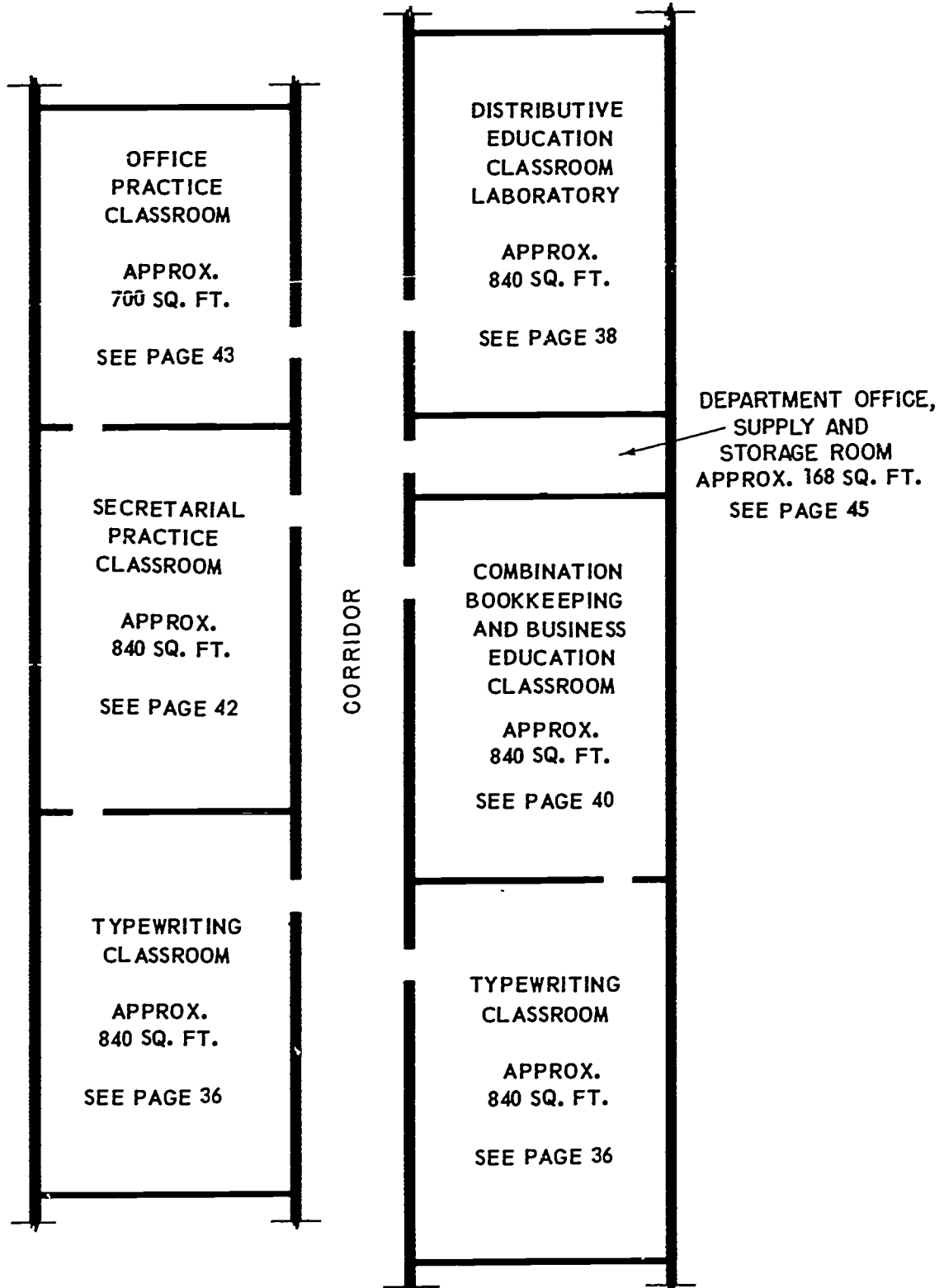
Required Number of Special Rooms (See page 25)

Two typewriting classrooms
One secretarial practice classroom
One office practice classroom
One distributive education classroom laboratory
One combination bookkeeping and business education classroom
Business department office, supply and storage room
Business classes not requiring special equipment may be assigned to standard classrooms. If possible, these classrooms should be adjoining or near the especially equipped business classrooms.

Suggested Facilities and Equipment

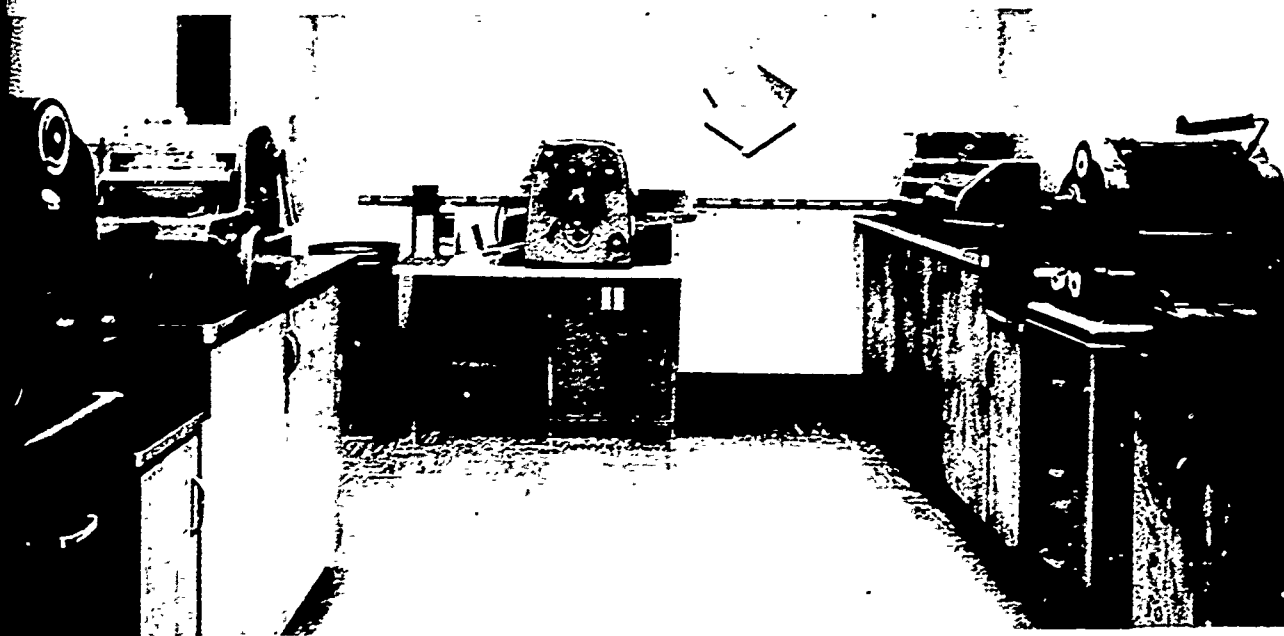
See the secretarial practice
office practice
bookkeeping
machine transcription
and distribution syllabuses.

SUGGESTED ROOM ARRANGEMENT AND SPACE REQUIREMENTS

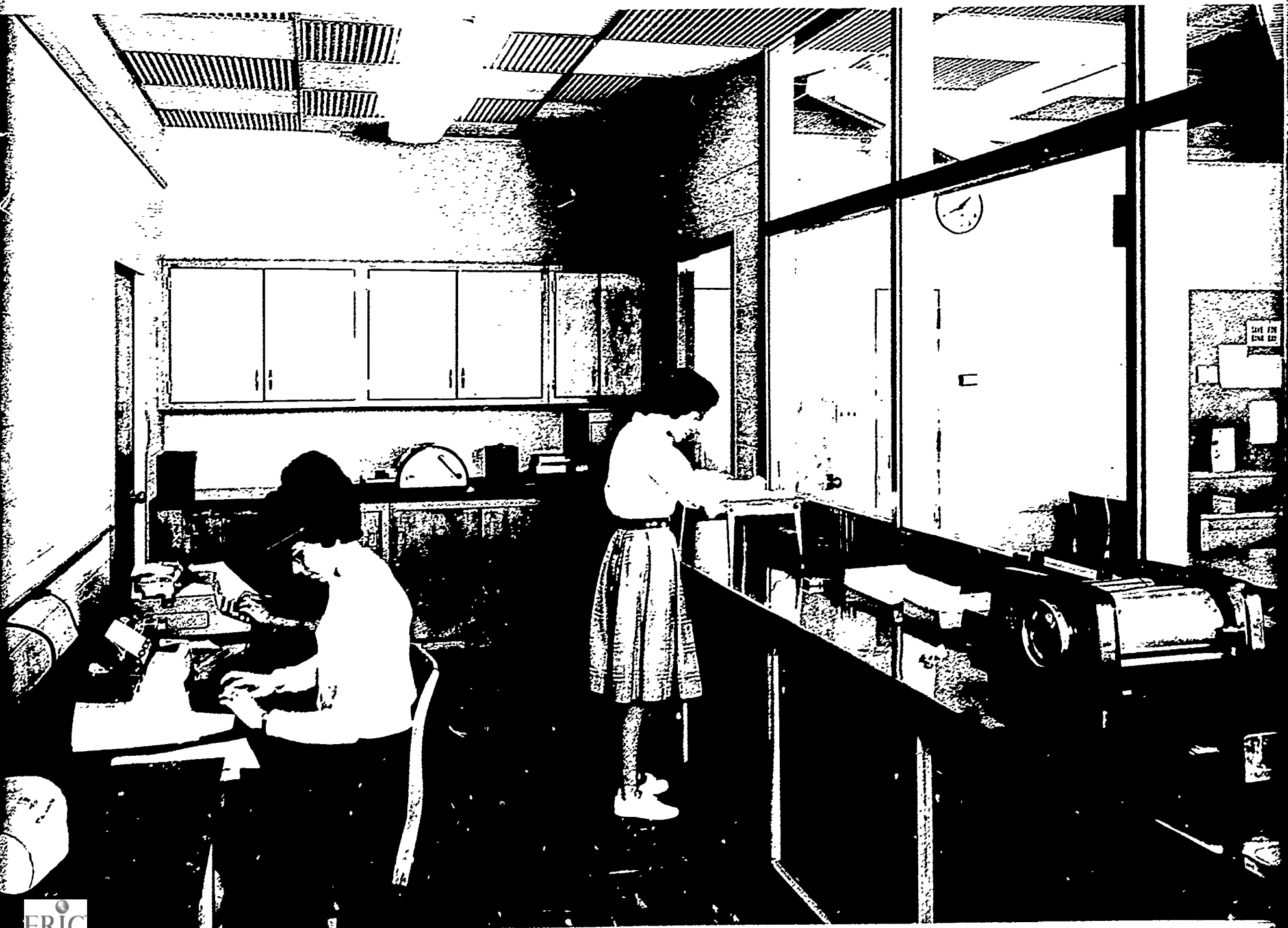


Note: Those schools that plan to provide instruction with several types of automatic data processing equipment should have an additional special classroom for that purpose.

AUXILIARY DUPLICATING ROOMS



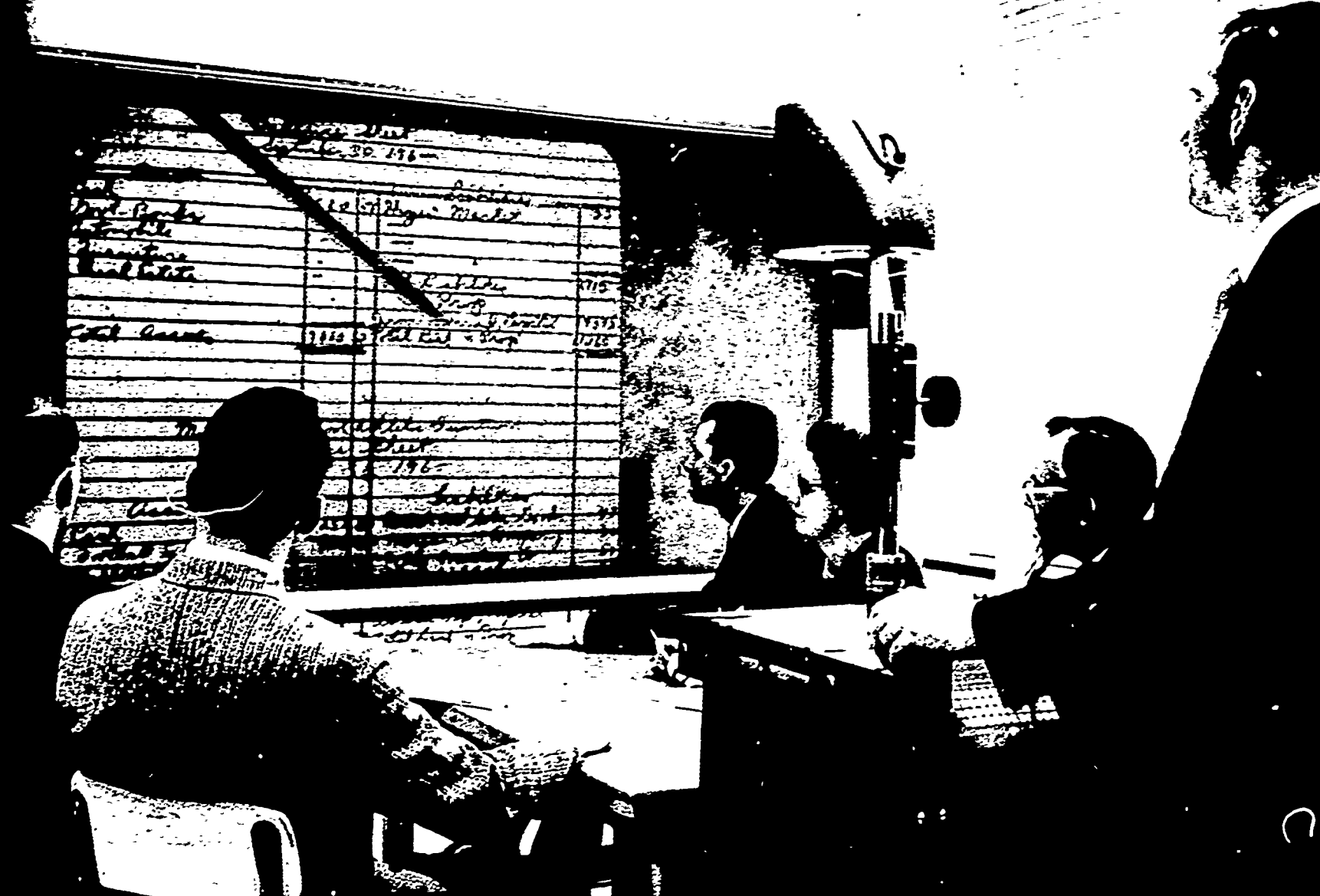
Ample storage space should be provided in such a work-room.



**PART 2 ADULT BUSINESS AND
DISTRIBUTIVE EDUCATION FACILITIES**

Adequate and comfortable facilities for adults in business and distributive education classes should be provided. Conference rooms which accommodate 15 to 25 adults seated around a table are popular. These conference rooms are used most effectively for teaching subjects such as insurance, small business management, income taxes, investments, business law, consumer education, retail management, and selling.

Courses which are intended to develop special skills should be scheduled for the special rooms provided in the regular program. These would include typewriting, office machines, and bookkeeping rooms and the distributive education classroom laboratory.



AN ADULT COURSE IN BOOKKEEPING

A SALES MANAGEMENT LEADERSHIP GROUP



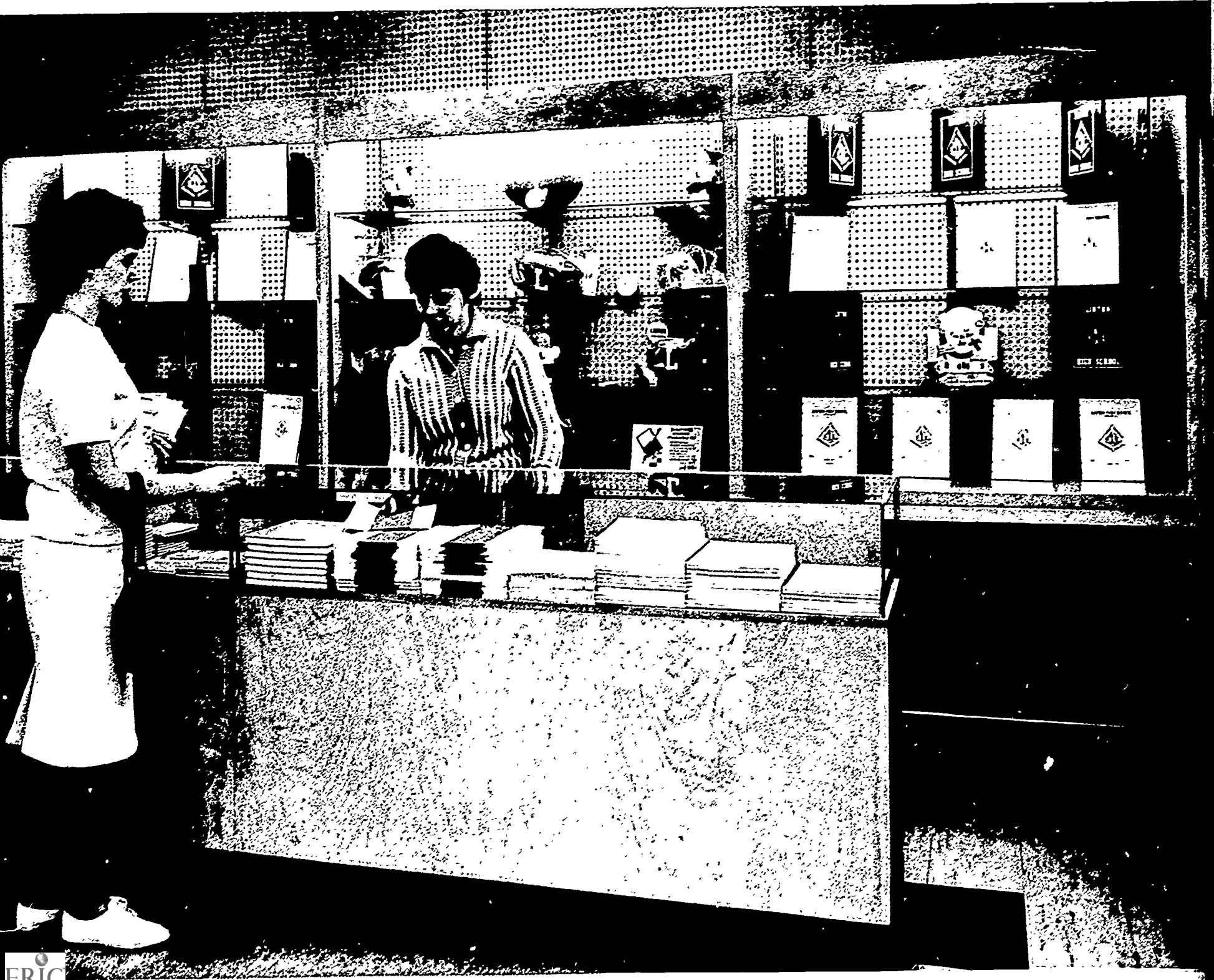
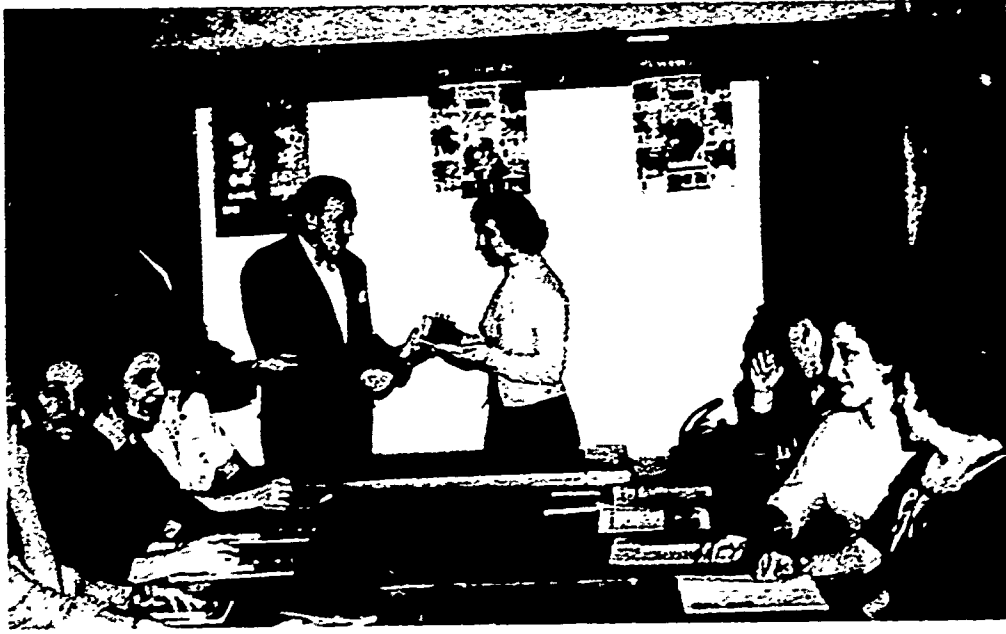


A REFRESHER COURSE FOR ADULTS

AN INVESTMENTS COURSE IN A SCHOOL LIBRARY



SALES DEMONSTRATIONS IN ADULT CLASSES



PART 3 DETAILED FLOOR PLANS

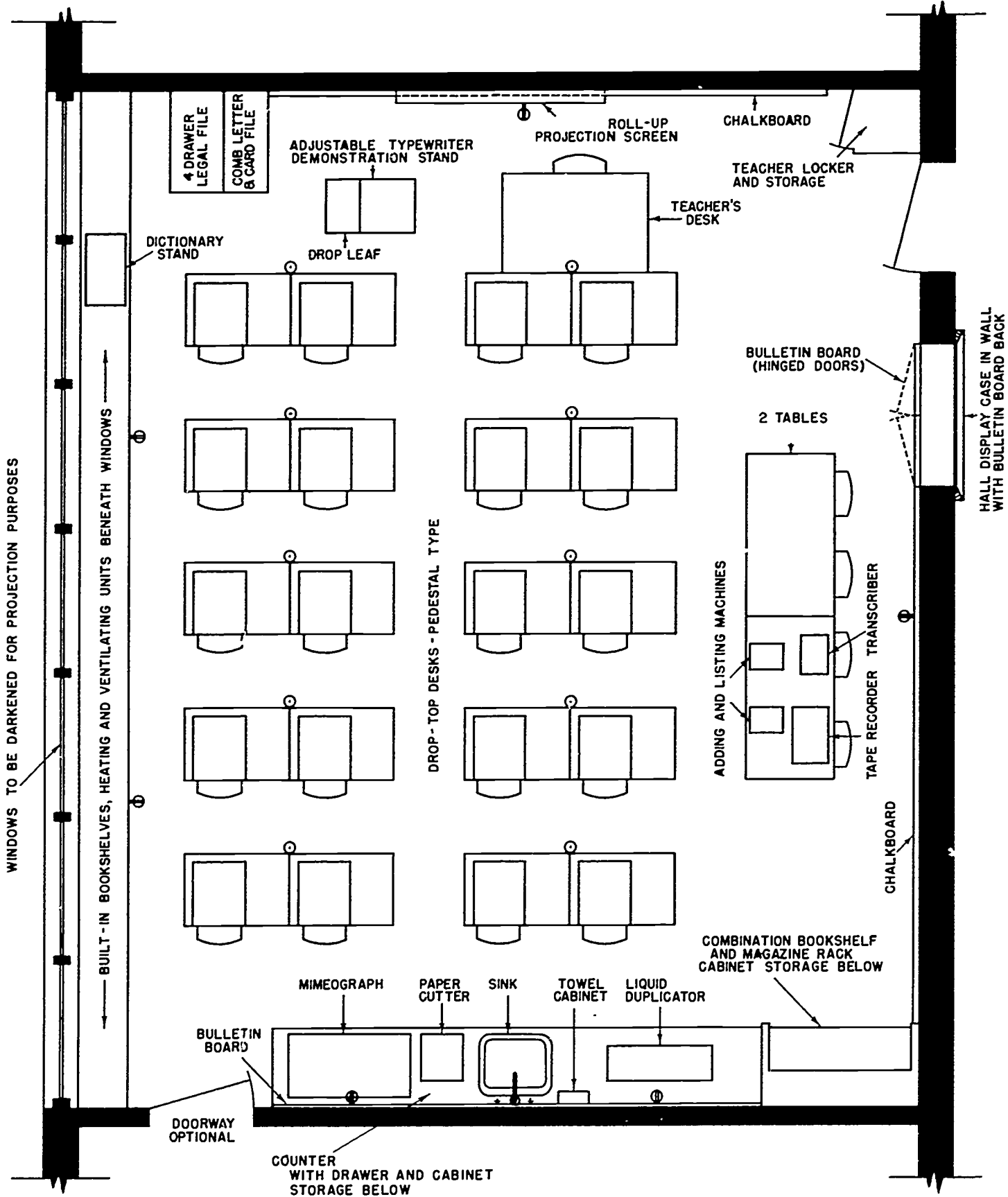
The classroom floor plans on the following pages were designed to include many special features. Although a school officer or architect may be interested only in certain classrooms, he may find it helpful to study all of the floor plans. In this way, he may discover valuable features which do not appear in the room plans with which he is primarily concerned.

Some of these special features are:

1. Corridor display cases with bulletin-board backs in the classroom
2. Combination bookshelves, magazine racks, and storage cabinets
3. Built-in bookshelves beneath windows
4. Sinks, mirrors, and towel cabinets
5. Counters with drawers and storage cabinets underneath
6. Roll-up projection screens
7. Projector stand
8. Shades, drapes, or venetian blinds for projection purposes
9. Corridor display windows in the distributive education classroom laboratories
10. An auxiliary duplicating room for schools in which the equipment is used jointly by the business and other departments
11. Sufficient electrical outlets to care for the anticipated increase in the use of electrically operated office equipment

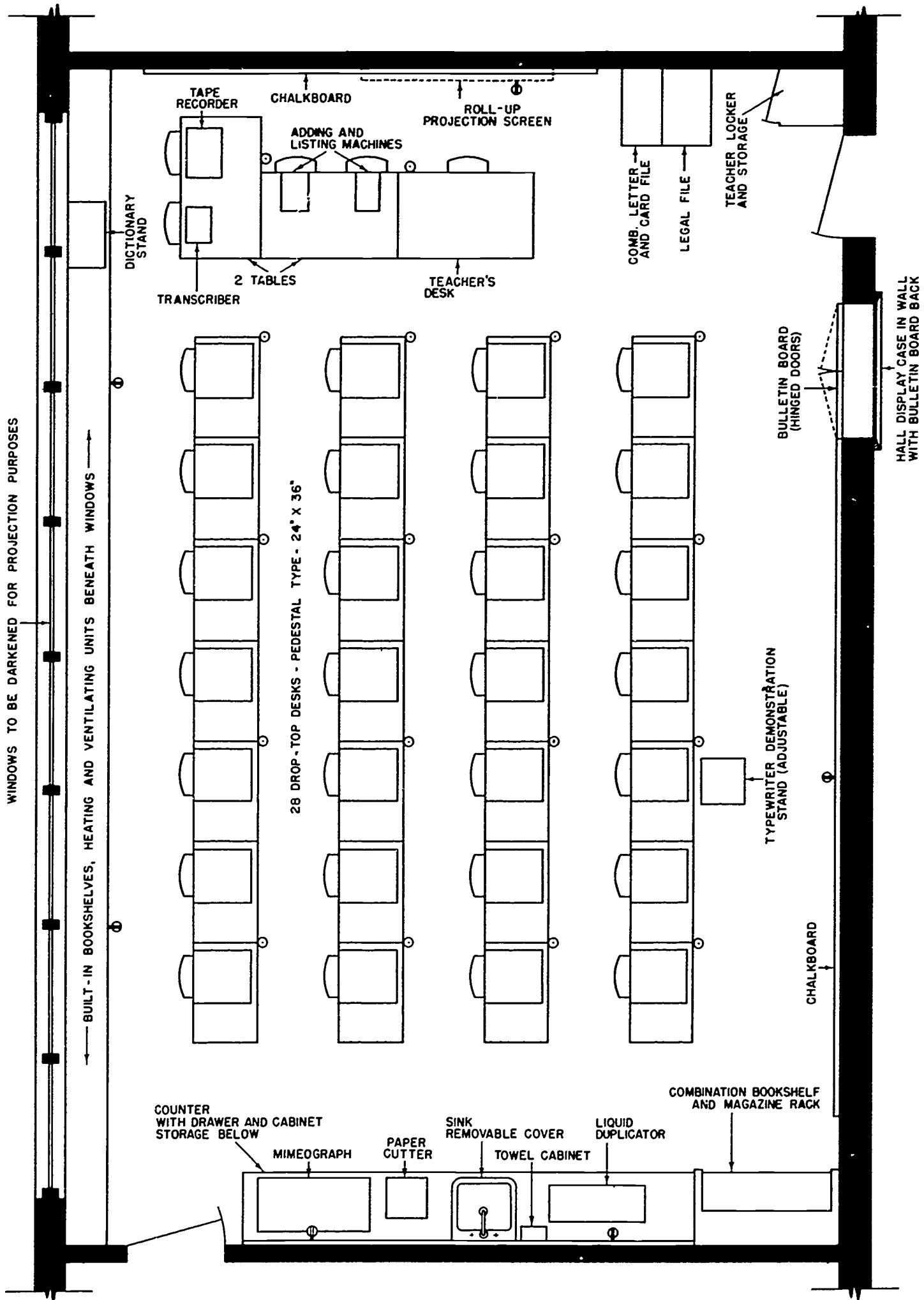
He will, of course, wish to consider such general features as lighting, color harmony, and especially the acoustical treatment of the typewriting and office machines classrooms.

COMBINATION TYPEWRITING AND BUSINESS EDUCATION CLASSROOM

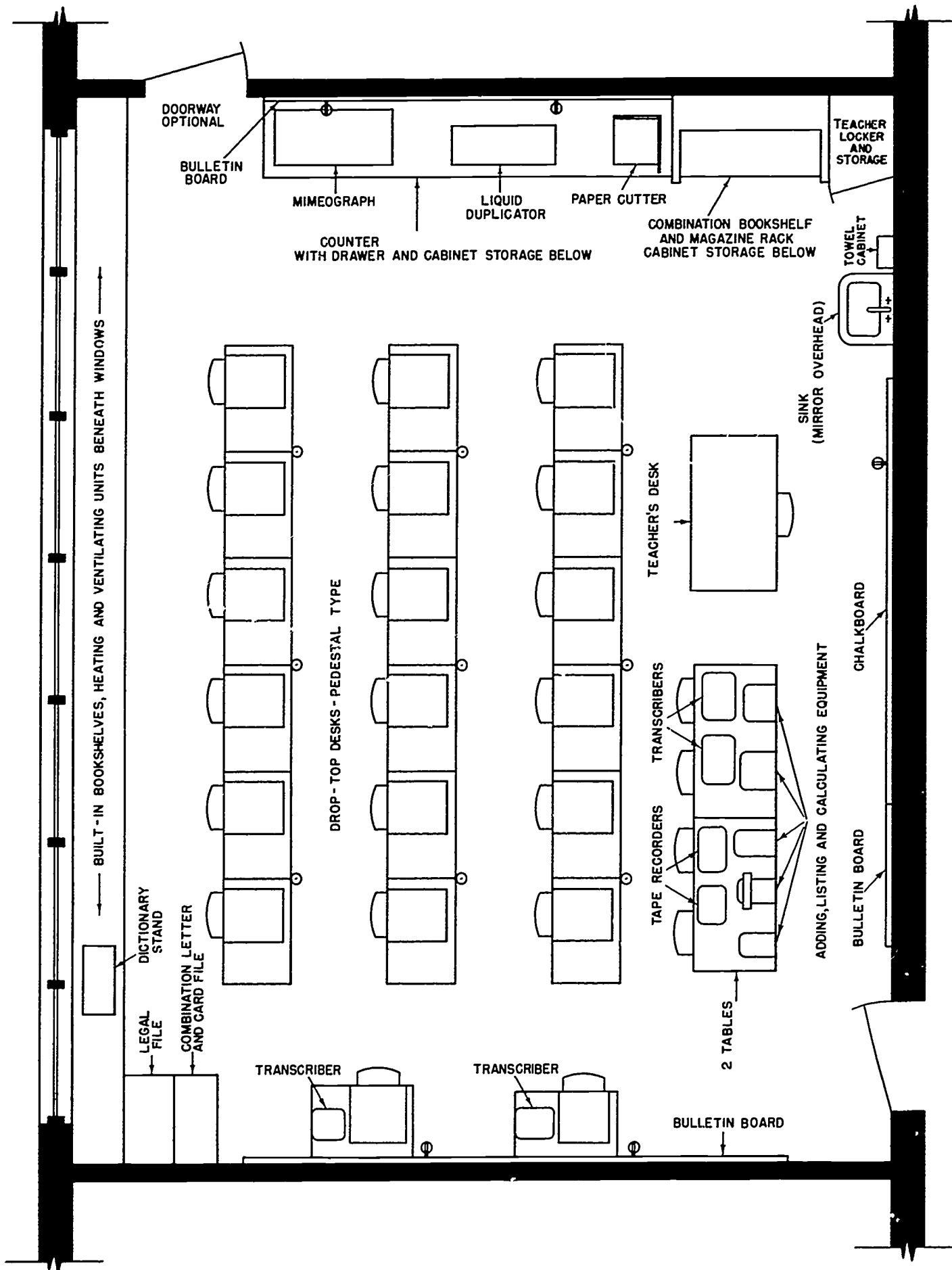


NOTE ALL MACHINES AND EQUIPMENT SHOWN ON TABLES AND COUNTER MAY BE USED ELSEWHERE IN THE ROOM AS REQUIRED. MOST TEACHERS PREFER TO ARRANGE EQUIPMENT IN FUNCTIONAL UNITS.

COMBINATION TYPEWRITING AND BUSINESS EDUCATION CLASSROOM

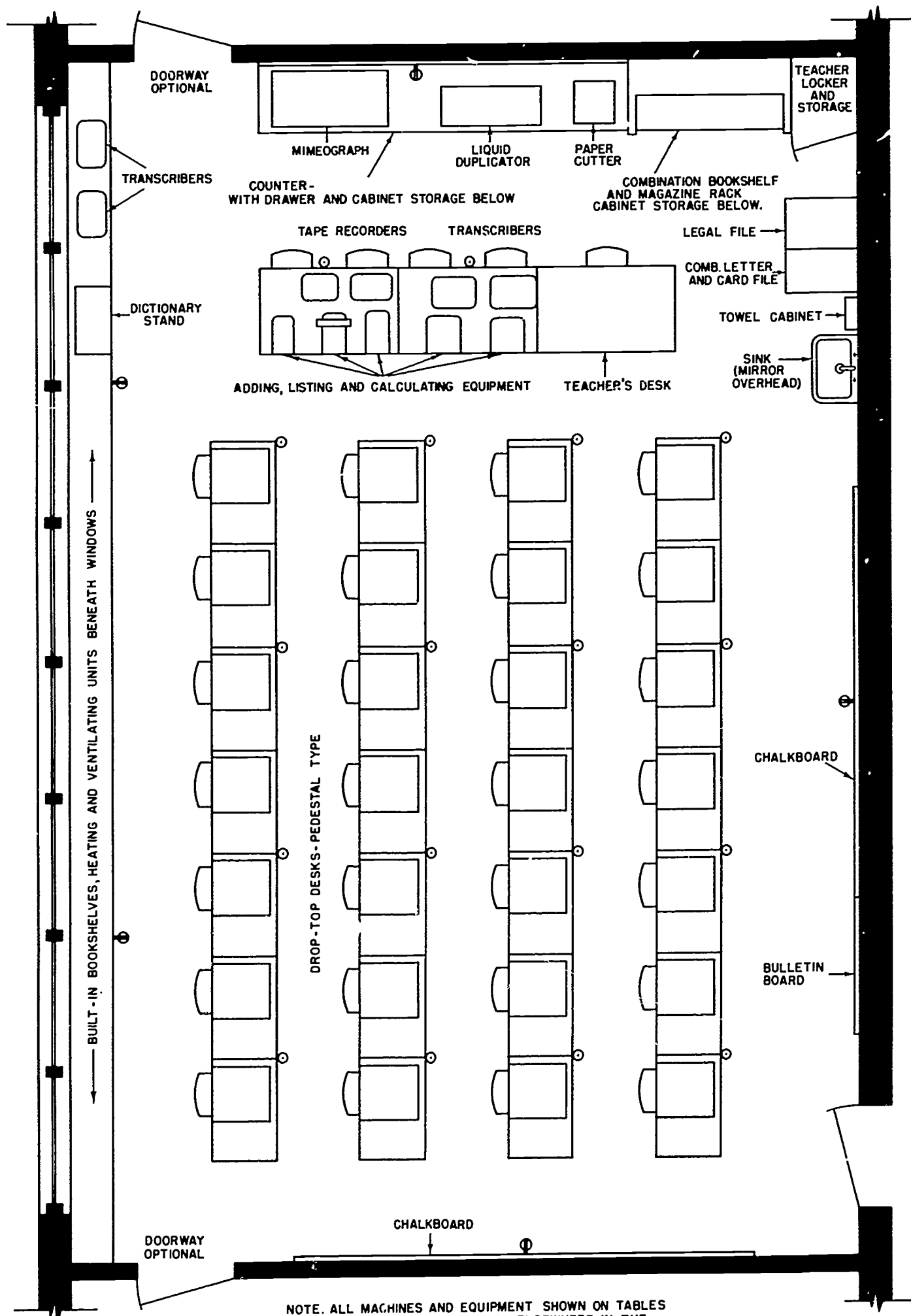


COMBINATION SECRETARIAL PRACTICE AND OFFICE PRACTICE CLASSROOM



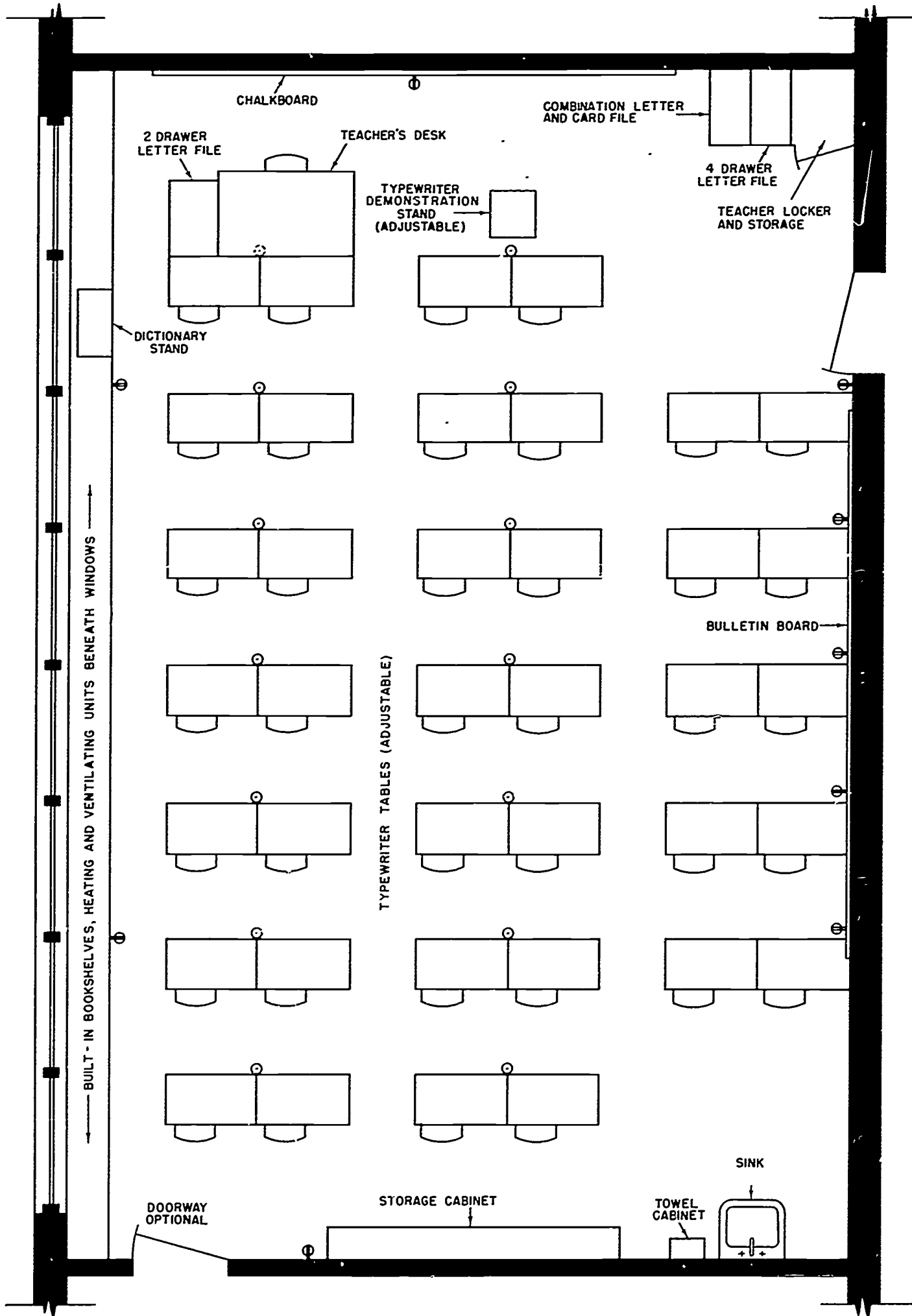
NOTE: ALL MACHINES AND EQUIPMENT SHOWN ON TABLES AND COUNTER MAY BE USED ELSEWHERE IN THE ROOM AS REQUIRED. MOST TEACHERS PREFER TO ARRANGE EQUIPMENT IN FUNCTIONAL UNITS.

COMBINATION SECRETARIAL PRACTICE AND OFFICE PRACTICE CLASSROOM

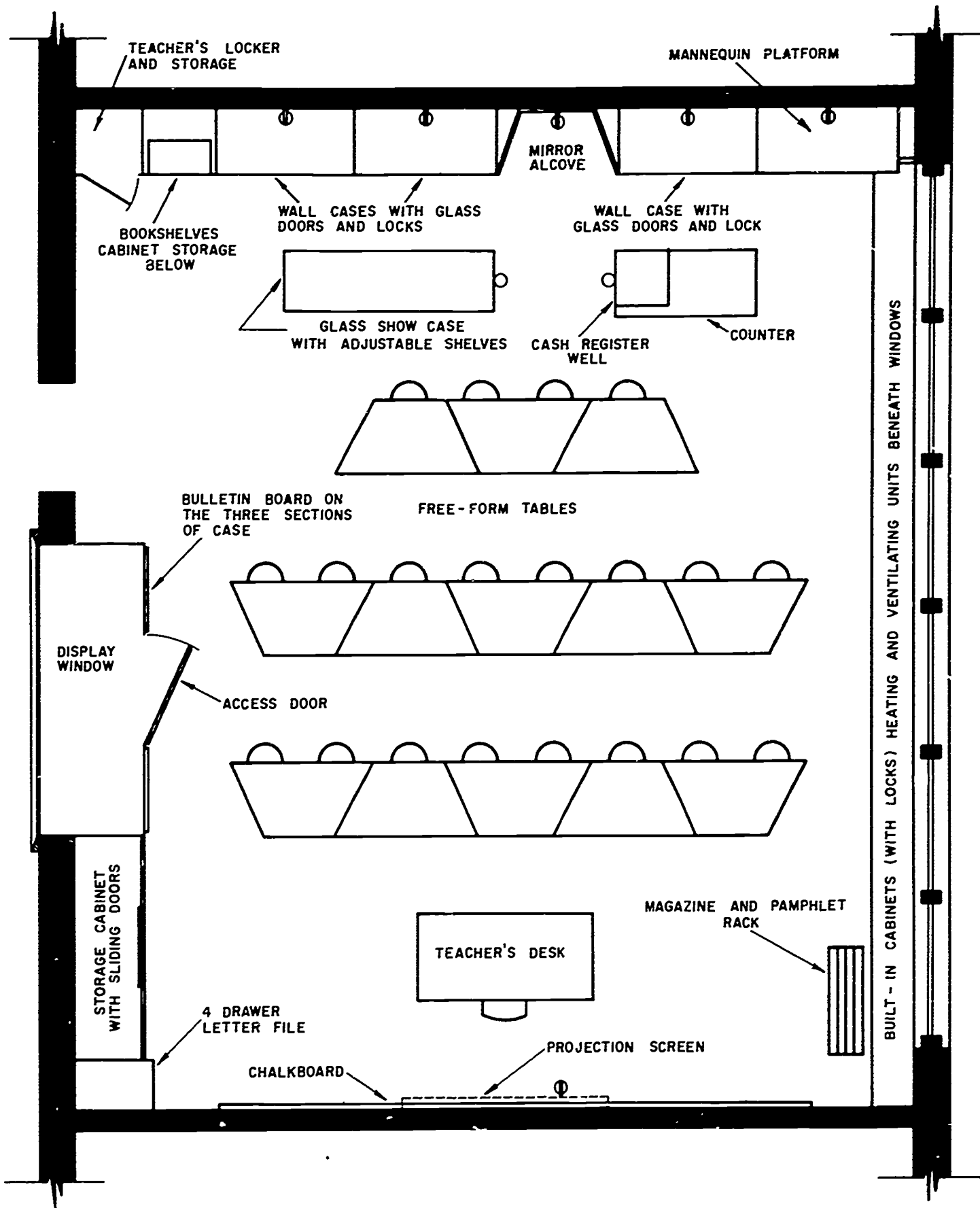


NOTE. ALL MACHINES AND EQUIPMENT SHOWN ON TABLES AND COUNTER MAY BE USED ELSEWHERE IN THE ROOM AS REQUIRED. MOST TEACHERS PREFER TO ARRANGE EQUIPMENT IN FUNCTIONAL UNITS

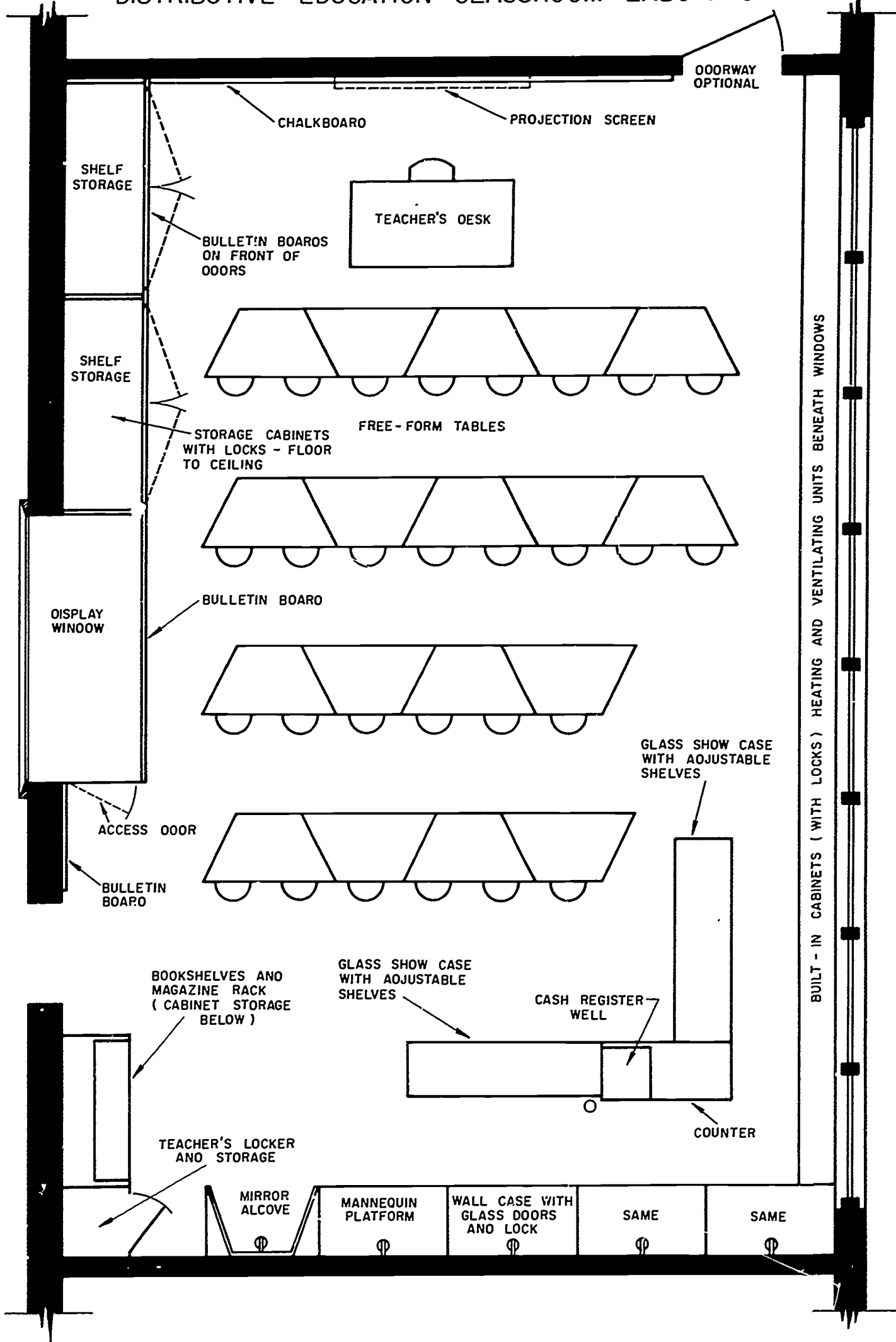
TYPEWRITING CLASSROOM



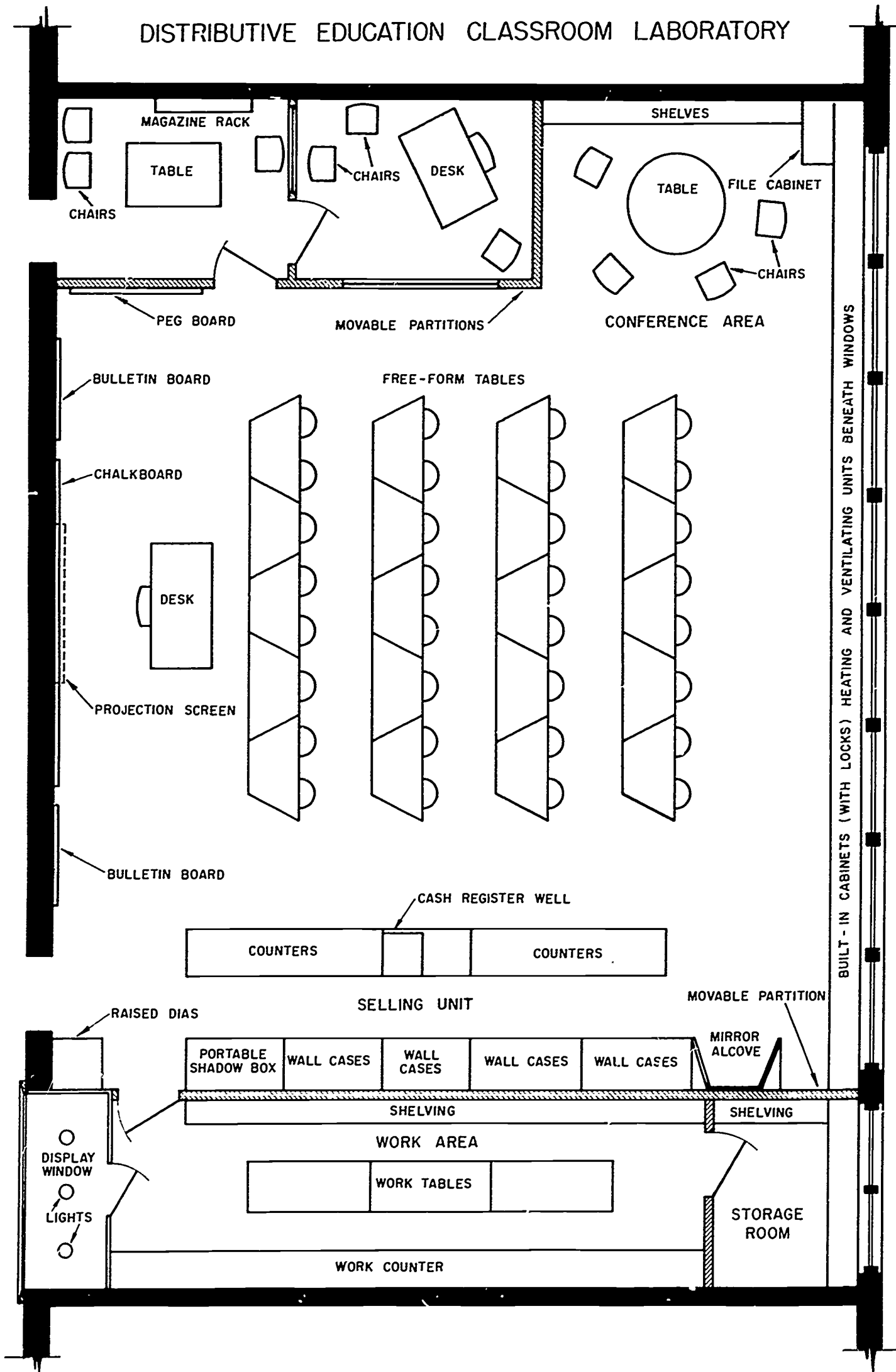
DISTRIBUTIVE EDUCATION CLASSROOM LABORATORY



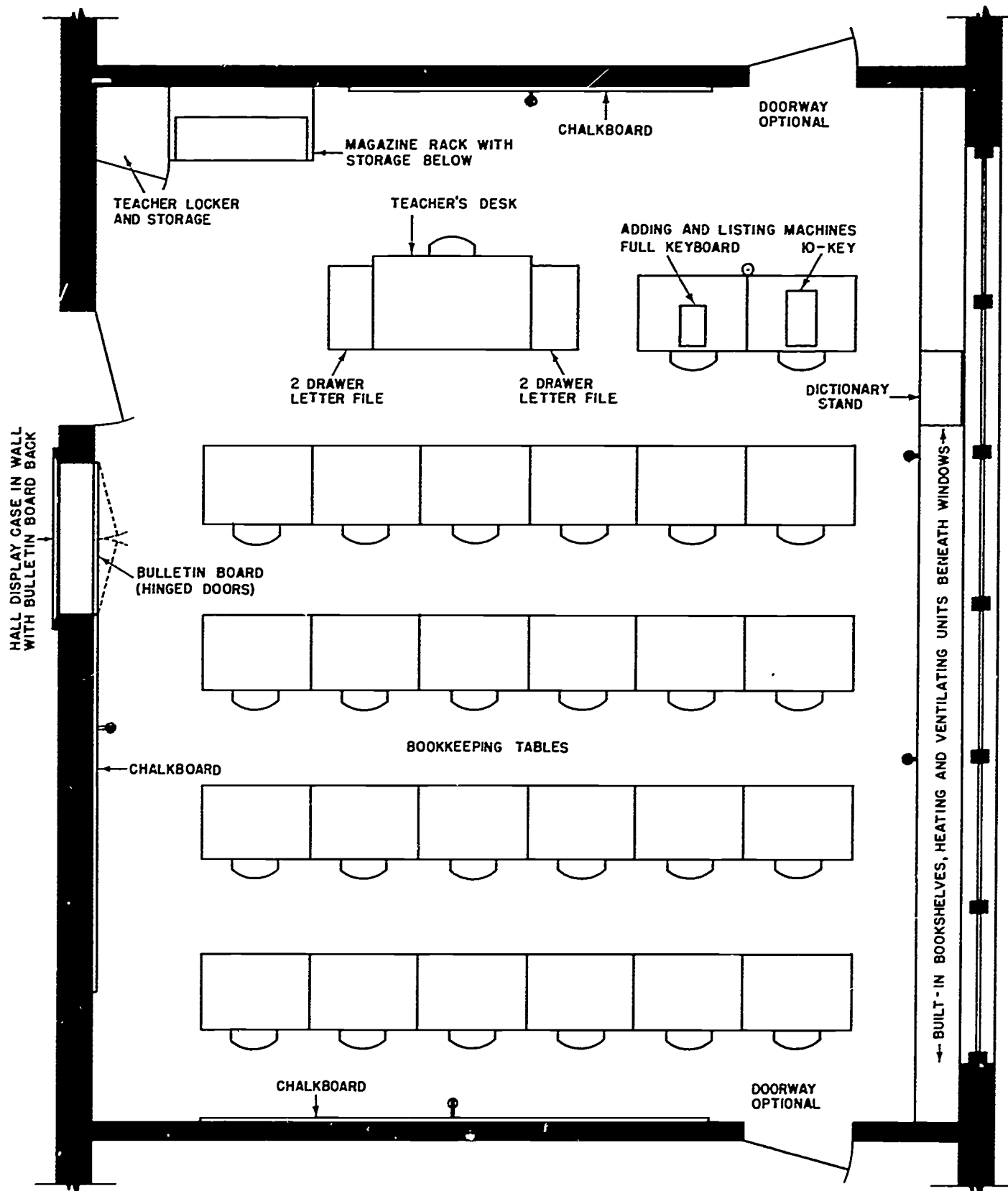
DISTRIBUTIVE EDUCATION CLASSROOM LABORATORY



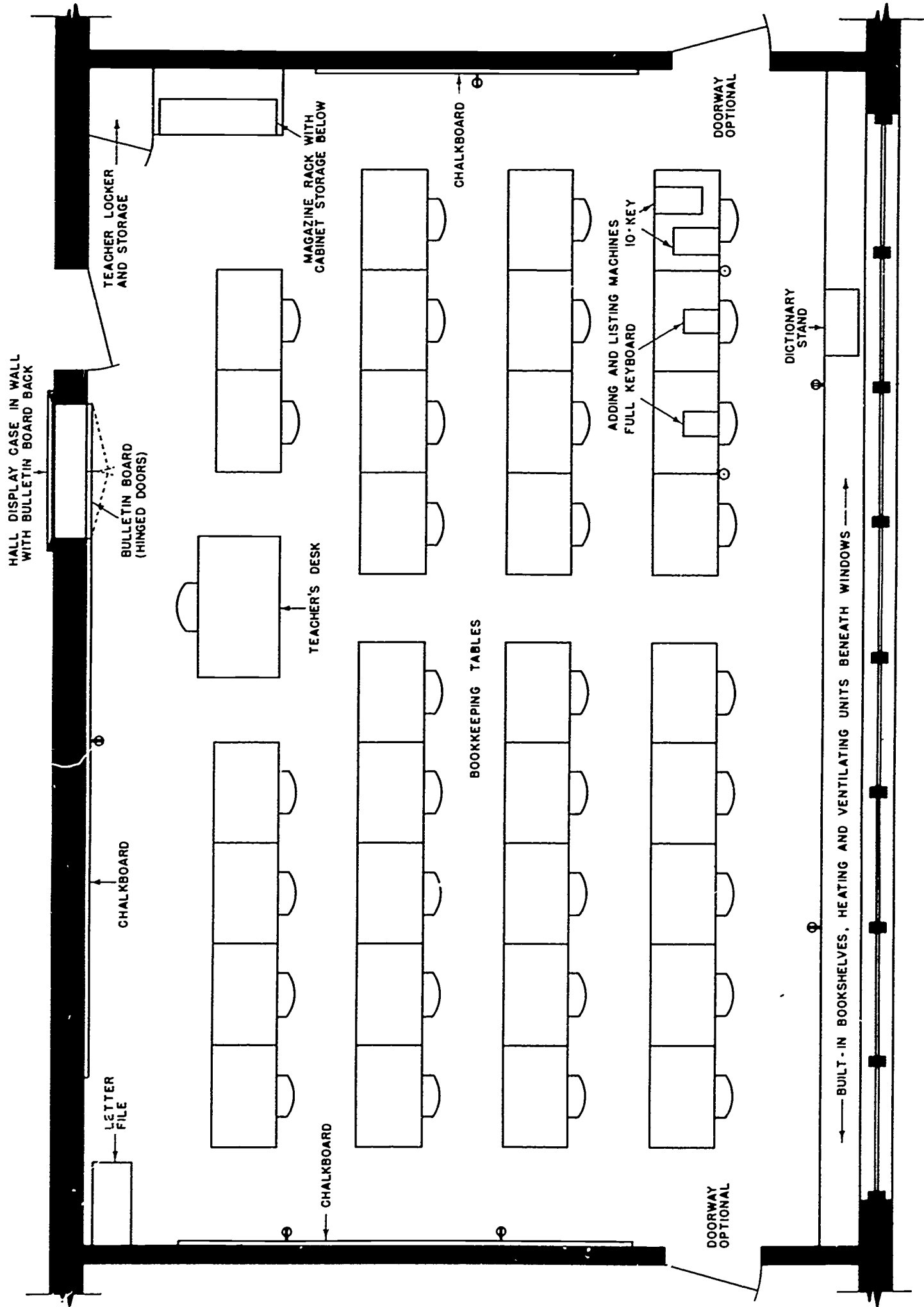
DISTRIBUTIVE EDUCATION CLASSROOM LABORATORY



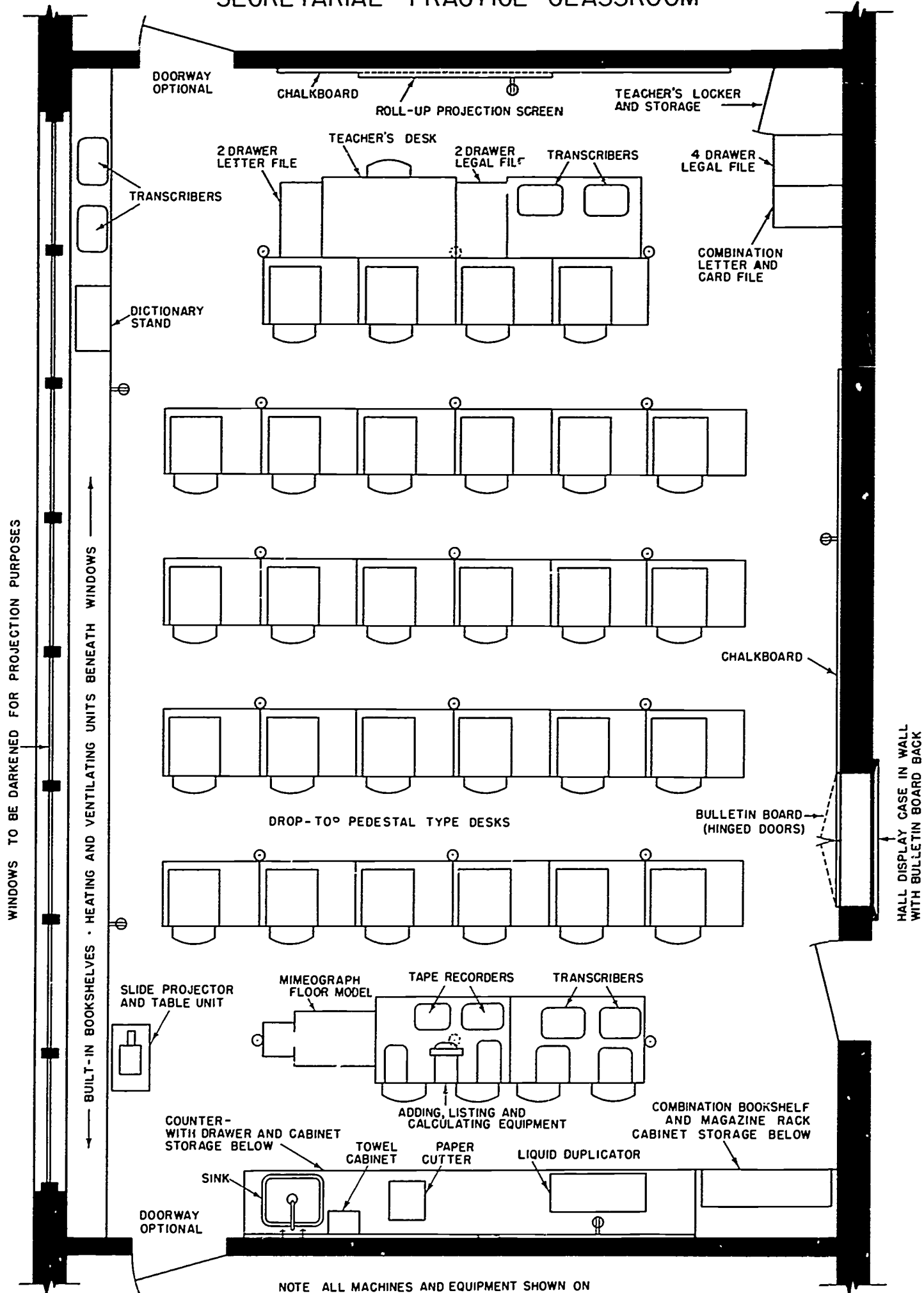
COMBINATION BOOKKEEPING AND BUSINESS EDUCATION CLASSROOM



COMBINATION BOOKKEEPING AND BUSINESS EDUCATION CLASSROOM

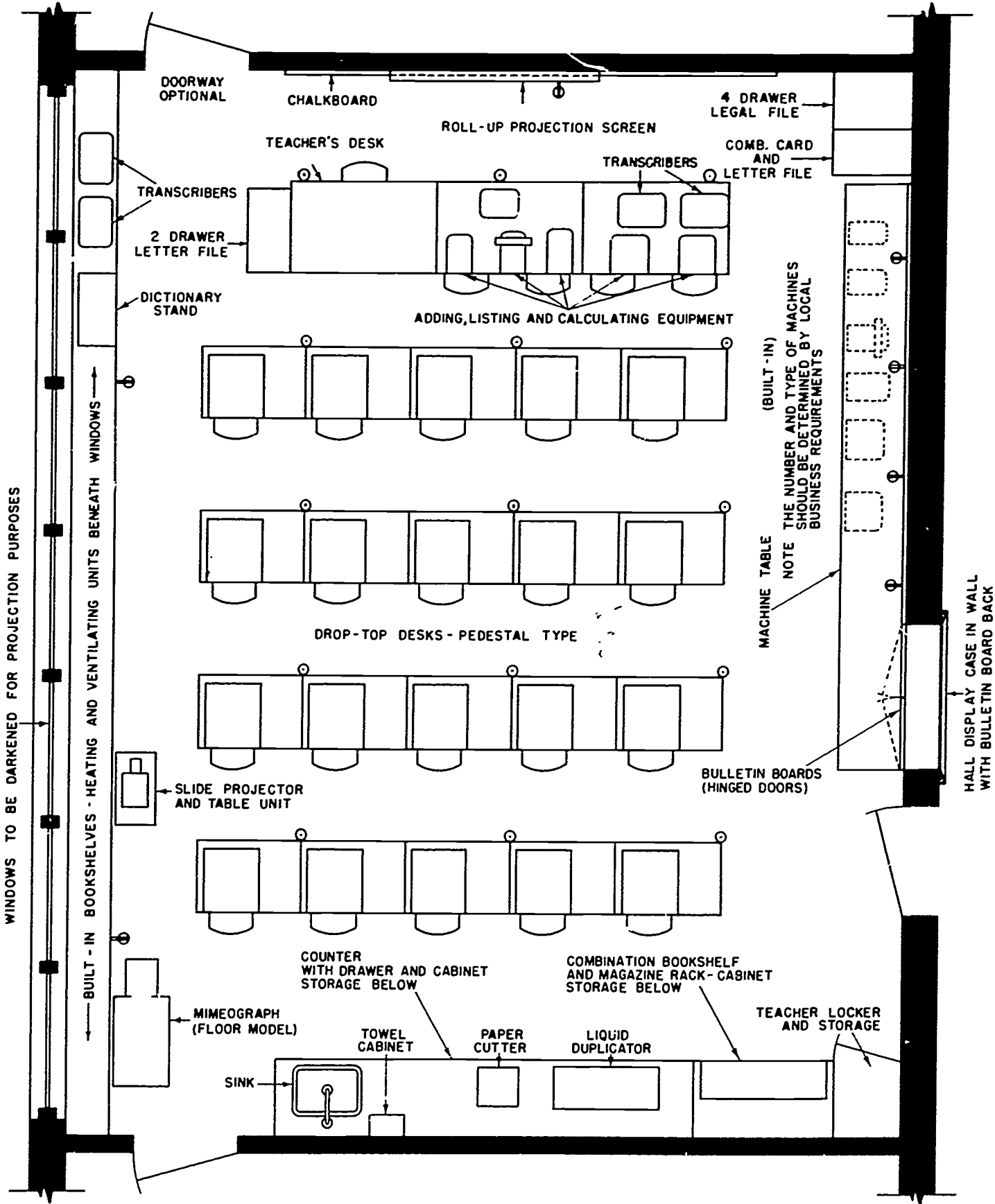


SECRETARIAL PRACTICE CLASSROOM



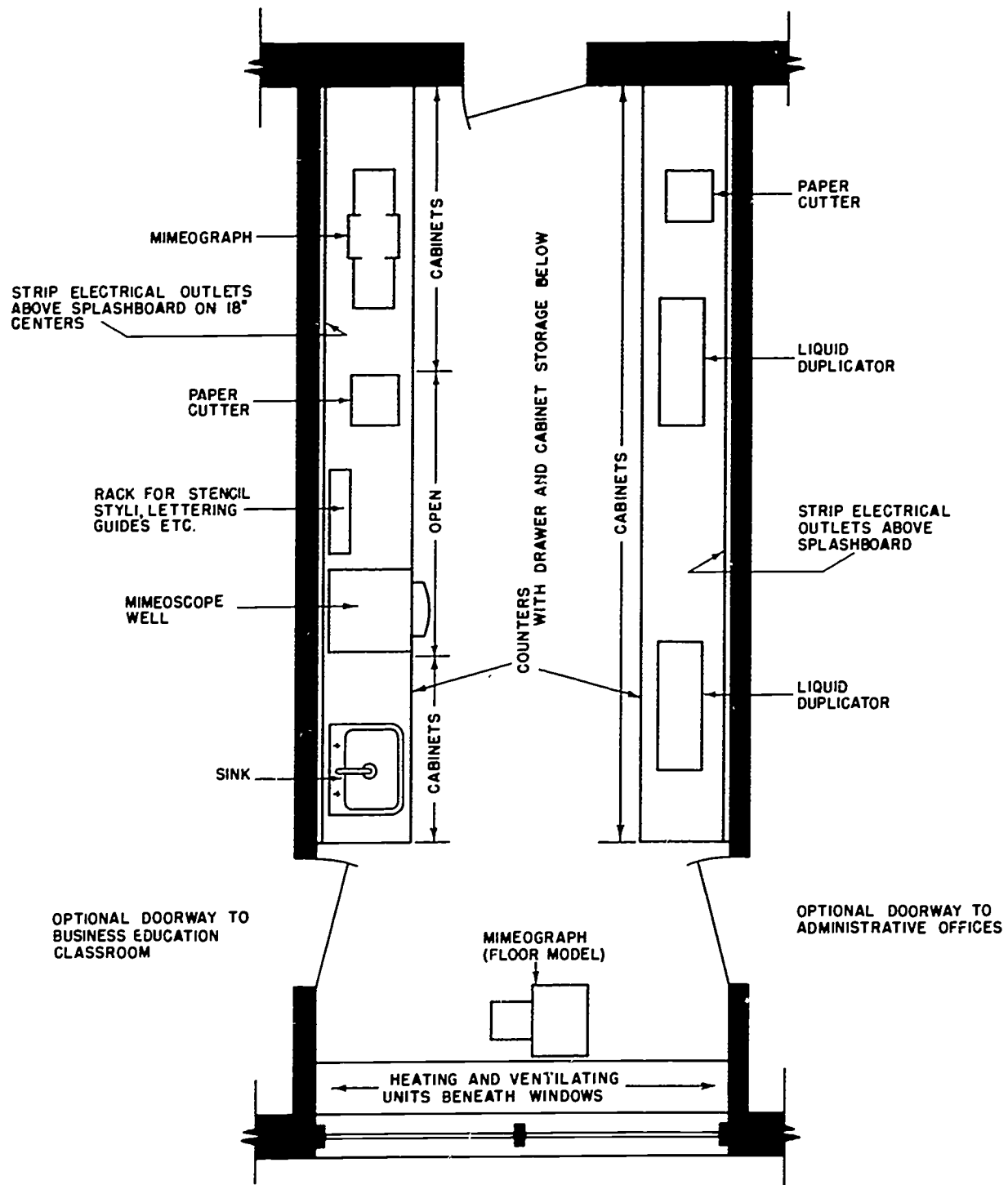
NOTE ALL MACHINES AND EQUIPMENT SHOWN ON
TABLES AND COUNTER MAY BE USED ELSEWHERE
IN THE ROOM AS REQUIRED
MOST TEACHERS PREFER TO ARRANGE
EQUIPMENT IN FUNCTIONAL UNITS

OFFICE PRACTICE CLASSROOM



NOTE: ALL MACHINES AND EQUIPMENT SHOWN ON TABLES AND COUNTER MAY BE USED ELSEWHERE IN THE ROOM AS REQUIRED
 MOST TEACHERS PREFER TO ARRANGE EQUIPMENT IN FUNCTIONAL UNITS.

AUXILIARY DUPLICATING ROOM



BUSINESS DEPARTMENT OFFICE, SUPPLY AND STORAGE ROOM

