

A STUDY OF THE EMPLOYMENT OPPORTUNITIES
AND REQUIREMENTS
FOR BEGINNING OFFICE WORKERS
IN THE DANBURY AREA

AN ABSTRACT OF
A THESIS
PRESENTED TO THE GRADUATE FACULTY
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MASTER OF SCIENCE

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The tremendous growth and diversification of business and industry in the Danbury area in the past few years has created many new employment opportunities for Danbury High School graduates. In order to learn the employment opportunities and requirements of beginning office workers a survey of offices was planned and conducted.

The main purposes of the study were: to find out what business expects from its beginning office employees; to check the findings of this survey against the current business curriculum at the Danbury High School; in general, to help build good public relations and to encourage co-operation between business men and business educators.

A questionnaire was mailed to 85 business men and industrialists. Replies were received from 65 of that group. The questionnaire covered: the number of men and women employed in the offices, the types of positions filled, educational requirements, testing procedures, office machines used, common causes for dismissal of beginning office workers, their strong points and their weaknesses. An opportunity was given to make suggestions for the training of office employees.

There is almost unanimous agreement among the local business men that the school is successfully developing speed proficiency in business subjects; however, there is also emphatic agreement on the point that speed without accuracy is valueless. The importance of training in human relations and in developing

and motivating right attitudes for job competency were also stressed.

In criticizing beginning office workers, business men find most fault in the area of basic, fundamental education so often referred to as the three R's.

As a result of the survey, it can be concluded that the Business Education Department of the Danbury High School is effectively training students to meet the requirements of beginning office workers in the Danbury area. It is also evident that business men are willing and desirous to co-operate with the school.

Among the pertinent recommendations based on the survey are: that the guidance department point out the many opportunities in office work in the Danbury area and recommend the business subjects to able students who do not plan to go to college; that further efforts be made to have business men consult the placement personnel regarding the qualifications of high school applicants; that all business students receive instruction in good telephone techniques; that good grooming and proper business behavior be stressed in all business classes; that efforts be made to orient all business students to actual office experience; that students be introduced to the I.B.M. Key Punch and the I.B.M. Tabulator machines, and that they be kept up-to-date with new office equipment used in local offices.