



*New York State Archives*

**Course syllabi B0551**

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## Overview of the Records

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<b>Repository:</b>	New York State Archives
<b>Summary:</b>	The syllabi in this series were prepared by the Bureau of Business and Distributed Education and its administrative predecessors for courses in business education, commercial subjects, and distributive education. They served as guidelines for the teaching of typewriting, office practice, business law, commercial arithmetic, shorthand, business English, retailing, and sales techniques.
<b>Creator:</b>	New York (State). Education Department. Bureau of Business and Distributive Education
<b>Title:</b>	Course syllabi
<b>Quantity:</b>	0.1 cubic feet
<b>Inclusive Date:</b>	1900-1964
<b>Series:</b>	B0551

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## Arrangement

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Chronological by date of preparation or revision (rough order).

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## Administrative History

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Prior to 1937 these syllabi were prepared under the direction of supervisors of commercial education in the Education Department. In 1937 the Bureau of Business Education was established; its name was changed to Bureau of Business and Distributive Education in 1950.

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## Scope and Content Note

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This series consists of copies of printed syllabi for courses in business education, commercial subjects, and distributive education.

These syllabi, prepared by the Bureau and its administrative predecessors, are guidelines for the teaching of such subjects as typewriting, office practice, business law, commercial arithmetic, shorthand, business English, retailing, and sales techniques.

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## Use of Records

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### Access Restrictions

There are no restrictions regarding access to or use of the material.

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## Access Terms

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- Business education
- Educating
- Education
- New York (State)
- Distributive education
- Syllabi
- University of the State of New York
- New York (State). Education Department
- New York (State). Education Department. Division of Occupational Education Instruction
- New York (State). Education Department. Bureau of Business Education