



Miss Skinner brings reality into her business courses with the use of office machines.

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Business Courses Prepare Efficient Office Helpers

The Commercial Department at Hughes is one of the finest and best-equipped in the city. Its curriculum includes those subjects necessary for the student preparing to enter the business world: typing, shorthand, office practice, bookkeeping, merchandising, and consumer education. Typing and shorthand possess a twofold purpose, helping also the student in pursuit of a college career.

The Hughes student never lacks equipment in his business studies. Electrical and hand-operated machines help students to make rapid calculations; the duplicating machines reproduce typewritten materials and drawings; and the dictaphone is used to give mechanical dictation to the student.

The student learns how to manage his money and his employer's through the excellent course offered in bookkeeping. Office practice classes teach the students how to work various machines they will use in an Office. They also learn the art of filing, a real aid in the employer's office. The merchandising course, under the direction of Mr. Siddall, is for a selected group of students who are interested in the buying and selling of merchandise. Students taking this course leave school at noon on three days during the week to work in downtown stores. In this way they gain first-hand experience in selling.

The Production Staff is under the direction of Miss Sarah Levine, head of the Business Department. The staff is made up of advanced business students who do all sorts of clerical work for teachers and the office such as: typing and filing, cutting stencils and mimeographing, and typing programs, bulletins, and booklets.