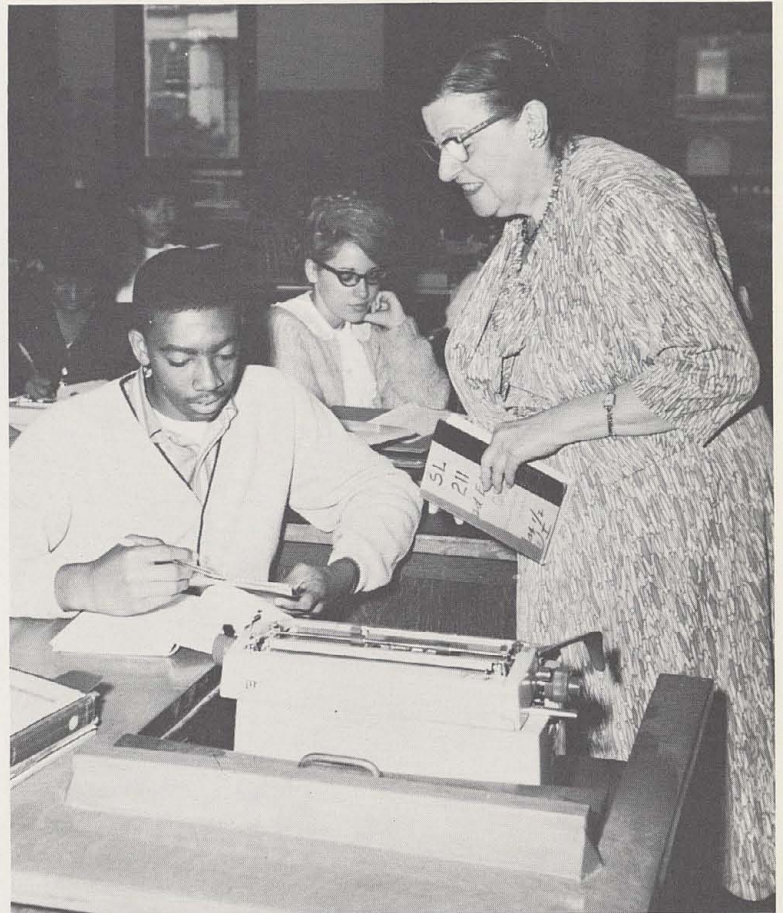




Anna Baldwin checks inventory with Mr. Siddall.



"I can't read my own shorthand," W. Snoddy tells Miss Levine.



Mr. Davis assigns homework to his record-keeping class.

Prospective Employees Train for Jobs After Graduation

In recent years, the business department has greatly increased in numbers. Clerical services and record-keeping are the newest courses added to the curriculum. Additional modern business machines have been purchased to acquaint students with their use in an office. With offerings such as bookkeeping, accounting, typing, shorthand, merchandising, and salesmanship, it is not difficult for a Hughes student to become the boss's top secretary!

Shorthand and typing also come in handy for taking notes in class or typing that term paper. Merchandising and salesmanship students work in big department stores as well as at school. Through their classroom teachers, students obtain part-time jobs after school and during holidays and regular jobs later on. Some students take their knowledge of business practices with them to college.