



FIRST ROW, left to right: Lillian Dettmar, B.S.; Harry Adkins, B.S.C.; Joan Byorek, B.S.  
 SECOND ROW: Charles Dettmar, M.S.; Joseph Zapach, B.S.; George Derk, B.S.; George Esposito, Professional Diploma.



*The girls in Secretarial Practice make good use of their skill.*

## BUSINESS EDUCATION

*Mr. Harry Adkins*

Do you want to enter the fascinating field of Business? Then you're probably well acquainted with the commercial department. Bookkeeping instructs one how to keep budgets, ledgers, and accounts straight with the maximum of efficiency. Writing in symbols quickly and easily is taught in stenography. Mastering the keyboard of a typewriter with speed and accuracy is the subject matter of typing. Secretarial Practice introduces students to many office machines which they may encounter and also improves on the skills they have already learned. These subjects stress precision, neatness, economy, and self-reliance. A graduate of the department is well equipped to take a job in an office.

*"In Economics, for example, this is only one man's opinion."*

*"tiping can bi fum'."*

