

SPFHS One Of Six In State To Employ Audio Aids



Joan Cope takes notes in shorthand. Typing and stenography students learn the skills that enable them to become professional secretaries.

A new semester course this year is Data Processing. This course is for both terminal and college bound students. The department is hoping that some will pursue this work in depth after graduation.

Catering to all students, the Business Education Department has something for everyone. Besides the regular typing and shorthand courses for terminal students, there are personal typing and note taking semester courses for college bound graduates.

There are two working programs this year used in conjunction with the New Jersey State Department of Education. The programs involve coming

