

In Teaching Stenography

to school in the morning and working at businesses in town from one to four o'clock in the afternoon for one semester. The students take all their courses in the morning. These classes are designed to give them knowledge and teach them skills they will utilize in the afternoon.

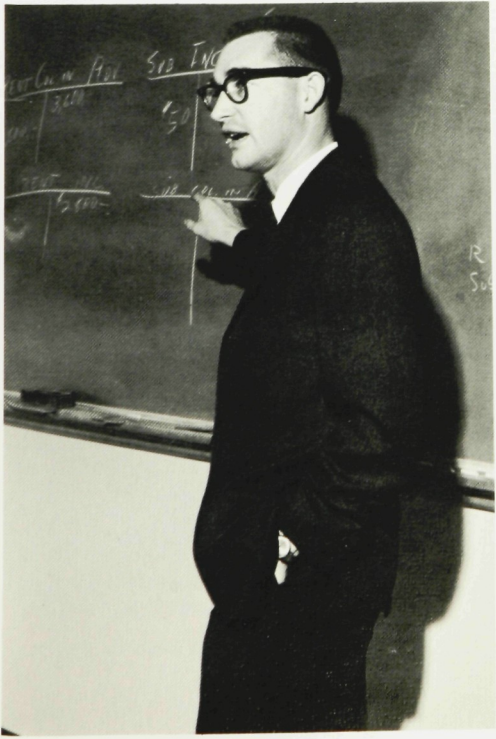
The Cooperative Work Experience Program is especially for secretarial and clerical students. It is open to all terminal students, both boys and girls. Girls may work in offices doing filing, shorthand, and typing. Boys work at a job such as filing claims in insurance offices.

The second working program is Distributive Education. Students are involved in retail selling and merchandising. Those participating in these programs not only receive credit towards graduation, but also earn monetary reward.

A new program that is taking place completely inside school this year is an experimental pilot study in Shorthand I. Here students utilize new automated equipment. These machines can be regulated so that students can work at their own pace under the supervision of Mr. Esposito.



Linda Lewert types out her shorthand notes.



Mr. Poquette explains accounting procedures to the class.