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2 of 3

Commercial Department

67/14

C

QUARTERLY REPORT

December 19, 1942

I. Office Practice and Shorthand II

Textbooks Used: Gregg Shorthand, Book II, by Louis A. Leslie
The Private Secretary's Manual, Turner

Reference Materials Used: 1. Business English, Ross
2. The Training of A Secretary, Winkdall,
Thompson, Keenly
3. Shorthand Dictation Studies, Bowman
4. Shorthand Dictionary
5. Applied Office Practice, John Gregg
6. Gregg Speed Studies, Gregg
7. Gregg News Letters
8. Business Speller, Gilmartin
9. Secretarial Practice, Hanfeld

Subject Matter covered and Progress Made:

1. Students at the first of the term could take dictation accurately at 40--50 words a minute. They can now take accurate notes at 60 to 80 words per minute.
2. The class has added approximately 1000 to 2000 shorthand words to their vocabulary. (Shorthand Voc.)
3. About 400 spelling words were studied.
4. A general review has been made of sentence construction, common grammatical errors, punctuation and word usage.
5. The class has studied the following:
 - a. Types of secretarial materials and equipment
 - b. Correct office procedure
 - c. Correct relations with employer and other personnel
 - d. Some ways of becoming a better secretary through self-development

Note: With the foregoing background, I hoped to prepare the students for dictation at 80 words per minute and ability to complete accurate transcripts.

II. Beginning Bookkeeping: (Third and Fifth Periods)

Textbooks Used: 20th Century Bookkeeping and Accounting,
by Carlson, Prickett and Forkner

Workbook for above.

Balance Sheet, (Magazine)

Subject Matter covered and Progress Made:

1. Eight chapter quizzes given.
2. One Printed accounting proficiency test over chapters I through V.
3. Test over bookkeeping terms given.
4. The following exercises found in the workbook were completed:
 - a. Ex. 1-2-3 on the Balance Sheet
 - b. Ex. 8, setting up "T" Accounts
 - c. Ex. 10, Journalizing
 - d. Ex. 11, Posting to the ledger
 - e. Ex. 13, Trial Balance
 - f. Ex. 15, Bookkeeping Cycle through Trial balance
 - g. Exs. 16 & 18, Working Trial Balance
 - h. Ex. 20, Illustrating Bookkeeping Cycle through Post-Closing Trial Balance.
 - i. Ex. 21, The Use of Banking statement with check stub.

III. Bookkeeping I, (Second Semester)

Textbooks Used: 20th Century Bookkeeping and Accounting, Book I
Workbook for above

Subject matter covered and Progress Made:

1. Chapter tests given on Chapter I through Chapter XIV.
2. First two Printed Bookkeeping proficiency tests given.
3. The class completed the following exercises: Exs, 10, 15, 18, 20, 21, 22, 23, 25, 27, 30, 32, 33, 40, and 46.

These exercises covered the following points:

- a. Review of Bookkeeping cycle.
- b. Study of Banking services and processes
- c. Personal budgeting and bookkeeping
- d. Bookkeeping for social organizations, clubs, etc.
- e. Process of selling and sales journal
- f. Process of buying and Purchase journal
- g. Use of cash book and other separate journals
- h. Recording all miscellaneous entries.

IV. Bookkeeping II

Textbooks Used: 20th Century Bookkeeping and Accounting, Book II

Workbook for above

Subject matter covered:

1. Review of Bookkeeping cycle and special journals.
2. Review of adjusting entries.
3. Set up books for Elementary and Sr. Hi Co-ops.
4. Figured profit and inventory for Elementary Co-op
5. Tabulated purchases of Sr. High Co-op members in preparation for dividends payable.
6. Study guide quizzes for Chapters I, II and III were given.
7. Two special problems for review purposes were completed.
8. Exercises I through 8 in second year book were completed covering: Special columnar journals of all types.

QUARTERLY REPORT

Dec. 15, 1942 to Feb. 20, 1943

By--Betty Beaver

I. Report of Textbooks Used and Material Covered:

A. Office Practice and Adv. Shorthand

1. Textbooks Used:

The Private Secretary's Manual--by Bernice C. Turner
Gregg Shorthand, Functional Method, Book II
--By Louis A. Leslie

2. Reference Materials Used:

Gregg Speed Building, John Robert Gregg
Shorthand Dictation Studies, Wallace B. Bowman
Business Speller, Gilmartin
Gregg Shorthand Dictionary, John R. Gregg
The Training of A Secretary, Wikdall, Thompson
and Keenly
Applied Secretarial Practice, John R. Gregg
The Gregg News Letter--Magazine
The Nation's Business--Magazine
Saturday Evening Post--Magazine

3. Material Covered in Office Practice:

- a. Approximately 200 spelling words given
- b. About 300 abbreviations learned.
- c. Unit on filing completed
- c. Ordering and care of office supplies thoroughly studied.
- d. Unit of about two weeks on handling office mail
- e. Emphasis was placed upon typing a mailable transcript. The students took dictation daily for timed transcription practice
(cont.)

3. Material covered in Office Practice (cont.)

- f. Students had daily drill on shorthand words and phrases to increase their shorthand vocabulary.
- g. Instruction was given in centering, tabulation, and outlining at the typewriters.
- h. The students had a limited amount of real office practice working as stenographers for other teachers on Saturday morning.

B. Bookkeeping I (third period)
and Fifth

1. Textbooks Used:

20th Century Bookkeeping and Accounting,
Book I, by Carlson, Prickett and Forkner

Workbook for Above

2. Reference Materials Used:

State Income Tax Forms

Federal Income Tax Forms

3. Material covered in Beg. Bookkeeping

- 1. Unit on Personal Bookkeeping and Budgeting
- 2. " " Bookkeeping for Social Organizations
- 3. " " The Buying of Mdse. on Account.
- 4. " " The Selling of Merchandise on Account
- 5. Cash Receipts and Cash Payments
- 6. Miscellaneous Entries made in General Journal
- 7. The Work Sheet and how to set it up.
- 8. The Financial Reports
- 9. After each of these units a test was given.
- 10. Printed test II and III were also given
- 11. The class studied the making of income tax reports.

C. Bookkeeping I (Second Semester Students
completing first year Bookkeeping)

1. Textbook Used:

20th Century Bookkeeping and Accounting, Book I
Workbook for above.

2. Reference Materials Used:

State of Colorado Income Tax Forms
Federal Income Tax Forms

3. Material Covered:

1. Depreciation of Fixed Assets
2. Bad Debts and Accounts Receivable
3. Interest and Bank Discount
4. Accrued Income and Expense
5. Social Security Taxes and Income Taxes
6. Columnar Cash Records
7. Retail Store Bookkeeping Systems
8. Notes and Trade Acceptances
9. Commercial Drafts
10. A test was given after each of the above units.
11. Three printed comprehensive tests were given
12. Each student was required to learn to fill out simple **state** and Federal income tax forms.

D. Advanced Typewriting (Review course without Credit)

1. Textbook Used:

20th Century Typewriting, Lessenberry

2. Material Covered in Adv. Typewriting

1. Parts of Machine were learned
2. The Following Techniques were reviewed:
 - a. Centering
 - b. Tabulating
 - c. Outlining
 - d. Making symbols
 - e. Setting up simple letters
 - f. Use of Carbons
 - g. Doing Copy Work
3. Several corrective drills were given
4. Several Speed Drills were given
5. Several Speed tests were given

Lynn Takagaki

QUARTERLY REPORT

Material Covered from October 12, 1942 to December 12, 1942

I- BOOKKEEPING I-

A- Beginning Principles and Terms

- 1-How bookkeeping records begin.
- 2-Effect of transactions on records.

B-Bookkeeping Cycle in its simplest form.

- 1-Journalizing
- 2-Posting
- 3-Proving Accuracy of Posting.
- 4-Preparing worksheets and Financial Reports.
- 5-Closing the ledger.

C-Application of the preceding principles to personal club records.

- 1-The use of Banking services.

D-Text Books and References.

- 1-20th Century Bookkeeping and Accounting-Carlson-Prickett -Forkner.
- 2-Accounting Principles-Mc Kinsey and Noble.
- 3-Advanced Accounting-Karrenbrock-Simons-Noble.
- 4-20th Century Bookkeeping and Accounting--
Working Papers and Study Guide.

II- BOOKKEEPING II-

A-Review Problem Covering all Principles of Bookkeeping taught in the First Year of Bookkeeping.

B-Efficient Methods in Bookkeeping.

- 1-Purchase Journal
- 2-Sales Journal
- 3-Cash Journal
- 4-Purchases and Sales Return and Allowance Journal

C-Study of Cooperatives

- 1-Special Application to the Senior High Co-Op.
- 2-Study of Co-Op Principles.
- 3-Practical Exercises in the problems of the Co-Op.

D-Text Book and References.

- 1-20th Century Bookkeeping and Accounting- Carlson-Prickett -Forkner
- 2-20th Century Bookkeeping and Accounting-Carlson-Prickett-Forkner. Working Papers and Study Guide.
- 3-Accounting Principles-Mc Kinsey -Noble.
- 4-Advanced Accounting-Karrenbrock-Simons-Noble.
- 5-Federal Income Tax-Prentiss-Hall.
- 6-Pamphlets on Cooperatives.

III- Business Arithmetic.

A-Addition

- 1-Oral and written drill for speed, accuracy, and neatness.
- 2-Applied addition--Checking for accuracy.

B-Subtraction-Multiplication-Division-Common Fractions---
Decimal Fractions.

- 1- Short Methods
- 2-Accuracy Checks-
- 3-Application to Business.

C-PayRolls.

- 1-Wage Systems
- 2-Overtime Pay and Bonus.

D-Aliquot Parts and its application to business.

E-Reference and Textbooks.

- 1-Essentials of Business Mathematics-Rosenberg.
- 2-Teaching Methods and Testing Materials in Business Mathematics--Rosenberg.
- 3-Teaching Arithmetic in Elementary Schools. Part III
Upper Grades--Morton.

SPECIAL ACTIVITIES UNDERTAKEN.

- 1- Member of the Socila Committee for the Halloween Party.
- 2-Member of the Amache Teachers Association Executive Council.
- 3-Advisor of the Senior High Coop.

Lynn Takagaki
Commercial Department
12-18-1942

Sept - Dec 1942

SUBJECT: SHORTHAND I
PERIODS: III, IV, VI.

Teacher: Amy Okazaki

TEXTBOOK USED: GREGG SHORTHAND, FUNCTIONAL METHOD - Leslie

In each of the Shorthand Classes, we have finished 22 Assignments, or a little more than one-half of the work to be covered in one semester. With the exception of a few students in the 4th and 6th period classes, the class attitude on the whole is very good. We have just started writing shorthand, and these students are showing a keen interest in the subject.

It would be very helpful if we could have at least a couple of subscriptions to the "GREGG WRITER" for use in these shorthand classes. I wonder if we may be permitted to order these for use immediately????

SUBJECT: BUSINESS ENGLISH
PERIOD: V

Teacher: Amy Okazaki

TEXTBOOK USED: BUSINESS ENGLISH - J. Walter Ross

SUPPLEMENTARY MATERIAL USED:

THE ENGLISH OF BUSINESS - Hagar, Wilson, Hutchinson,
& Blanchard

GRAMMAR IN USE - Schwegler & Wilson
Books I, II, III

We were handicapped in Business English because of the late arrival of our textbooks. (We received them just last week.) I believe that the quarterly grades of the students were somewhat lower than they would have been had they had their textbooks earlier. Still, not all the blame can be laid on this situation. Among some of the students in this class there is that carefree attitude resulting from the fact that they think they know it all and that the course is a "cinch." Because of this very fact I purposely gave a comprehensive quarterly examination. From the grades some of these students received, I am sure that they are cured of this attitude now! We shall work much faster now that we have our textbooks, and I know that we shall all find the subject more interesting.

We have covered the first three chapters in our textbook, 55 Assignments.

*Quarterly
Report*

Amy Okazaki

Dec - March 1943

BUSINESS ENGLISH

Period V

Room 6-C

TEXTBOOK: BUSINESS ENGLISH by J. Walter Ross

SUPPLE-

MENTARY: THE ENGLISH OF BUSINESS by Hagar, Wilson, Hutchinson
& Blanchard

" " " " WORKBOOK

GRAMMAR IN USE - Books I, II, III by Schwegler & Wilson

OBJECTIVE: To review the fundamentals of grammar, covering parts of speech, and the analysis and construction of sentences, so as to prepare the students for the correct writing of business letters in the second semester.

GROUND

COVERED: At the end of the semester the students had studied through Assignment 144, or practically all of Chapter VIII. I had hoped to have them complete the following chapter on Capitalization, Punctuation, and Syllabication before the semester ended, but time did not permit the completion of this chapter. The material in the textbook and the workbook was followed quite closely, and the principles were studied thoroughly. No final semester examination was given, as we had review quizzes at the end of each chapter.

SHORTHAND I

TEXTBOOK: GREGG SHORTHAND - functional method - Part I - by Leslie

SUPPLE-

MENTARY: WORD AND SENTENCE DRILLS FOR GREGG SHORTHAND - Markett
DICTATION FOR BEGINNERS - Bisbee

OBJECTIVE: To develop a shorthand writing skill that would enable the students to take dictation from practiced material at a minimum of sixty words per minute. To lay the foundation for good shorthand penmanship by correct stroking.

GROUND COVERED:

Part I of Leslie's GREGG SHORTHAND was completed during the first semester. In addition to the material in the textbook, the students were given drills and sentences from the supplementary texts so that they would be able to apply the principles and rules that they had studied previously.

QUARTERLY REPORT

Second Quarter ending February 1943

I. Bookkeeping II

A. Unit I - Efficient Methods of Bookkeeping

1. Explanation and illustration of the operation of columnar general journal.
2. Explanation of controlling and subsidiary accounts of Receivables and Payables.
3. Summarizing the precautions, devices, and procedures that help prevent errors and also to find and correct errors.

B. Unit II - Partnership Accountings

The study of the legal characteristic of partnerships; the advantage and the disadvantage of the partnership type of organization; the formation of partnership; the division of partnership's profits and losses; including provisions for partner's salaries and the interest on partner's investment; the profit and loss statement and the balance sheet of a partnership; the admission and retirement of a partner; the handling of goodwill; and the liquidation of a partnership.

C. Unit III - Cooperative Activity

The "A" students have assigned activities and responsibility in bookkeeping of the Co-op; acting as directors or as head of committee of the organization, and from time to time working on special activities concerned with the Co-op.

D. Reference and Text

1. 20th Century Bookkeeping and Accounting - 2nd Year by Carlson, Prickett, and Forkner
2. Accounting Principles by McKinsey and Noble
3. Advanced Accounting by Kornenbroet, Simon and Noble
4. Federal Income Tax by Prentiss Hall

II. Bookkeeping I

A. Unit I - The application of bookkeeping principle to personal and club records.

1. The methods and principles involved in personal bookkeeping and budgeting.
2. Bookkeeping and budgeting for social organization.

B. Unit II - Efficient Methods in Bookkeeping

1. Study of special journals
 - a. Purchase journal
 - b. Sales journal
 - c. Cash receipts journal
 - d. Cash payments journal
 - e. General journal
2. Study of special business paper and forms
 - a. Purchase and order blanks
 - b. Purchase invoice
 - c. Sales slip
 - d. Sales invoice
3. Study of recording transaction into various special and general journals.

C. Unit III - The work at the end of the fiscal period

1. Work Sheet
 - a. The trial balance
 - b. Adjustments
 - c. Profit and loss statement
 - d. Balance sheet
2. The analysis of the financial reports
 - a. Profit and loss statement
 - b. Balance sheet

D. Reference and Text

1. 20th Century Bookkeeping and Accounting - 1st Year
by Prickett, Forkner and Carlson
2. Accounting Principles by McKinsey and Noble

III. Business Arithmetic

A. Unit I - Banking Service

1. Bank deposit slips
2. Checks and checking service
3. Bank reconciliation and check stub balance

B. Unit II - Public Utilities

1. Telephone and telegram
2. Electricity
3. Gas
4. Water

C. Unit III - Taxes

The methods and the basis of taxation

1. Property tax - computation and assesement
2. Sales tax
3. Old Age Benefit Tax - computation of primary monthly payments and the principles of social insurance.
4. Unemployment Compensation Tax - the computation of weekly payments and principles of unemployment income.
5. Income tax computation - 1942 laws

D. Unit IV - Business Organization

1. Purchase Department
 - a. Organization
 - b. Purchase requisition
 - c. Purchase order
 - d. Purchase invoice
 - e. Purchase return and allowance
 - f. Trade discounts
2. Investing money
 - a. Saving account and investment
 - b. Cash discount

E. Reference and Text

1. Applied Business Arithmetic by Curry and Rice

QUARTERLY REPORT- SEPTEMBER, 1942- DECEMBER, 1942

COMMERCE DEPARTMENT--LUCILLE FRIEDMAN, INSTRUCTOR

NAME OF COURSE: GREGG SHORTHAND, BEGINNING COURSE

NUMBER OF CLASSES: 2 PERIOD: 4th period and 6th period

TEXT: GREGG SHORTHAND, FUNCTIONAL METHOD, LOUIS A. LESLIE
The Gregg Publishing Company

Both shorthand classes are being taught by the Function Method, i.e. the first twenty-one assignments are purely reading, and not until the end of the first six weeks does the student touch pen to paper. The basic principle behind this method is that the material is presented in shorthand form, not in print, and the visual impression of the outline secured through reading, enables the student to write readily when the matter is dictated to him, several weeks later. This "reading approach" enables the student to focus all his attention on reading, rather than dividing his attention between reading and writing. The student sees only perfect outlines, and does not have a chance to get wrong mental images of the outlines, thus he has little trouble reproducing these correct outlines when he does write. Most of the teacher's time is spent at the blackboard, writing the outlines, as they are met in the word lists for the first time. Assignments for the past six weeks have consisted in learning "brief forms" (the shorthand of shorthand) and in reading stories containing words already learned.

It was necessary to use mimeographed material at first, since textbooks were not available. When the first shipment did arrive, it was found the size of enrollments had been underestimated, and supplementary orders were made. For many weeks, the students used the books in class, and then checked them out for over-night study in rotation, each student having access to a book several times a month.

The students have shown interest in this course, and are most eager to start writing. This first quarter marks the end of the preliminary, strictly reading, phase of the course. From this week, assignments will be both reading and writing of shorthand.

A quarterly examination was given covering "brief forms" and transcription in longhand of a story written in shorthand. Results were satisfactory. Class reading, and the grade obtained on the examination comprise the quarterly mark.

QUARTERLY REPORT-- SEPTEMBER, 1942 - DECEMBER, 1942

COMMERCE DEPARTMENT- LUCILLE FRIEDMAN, INSTRUCTOR

NAME OF COURSE: BUSINESS ENGLISH

NUMBER OF CLASSES: ONE PERIOD: 2nd

TEXT: BUSINESS ENGLISH; J. Walter Ross, South-western Publishing Co.

One of the difficulties apparent in this class is the lack of vocabulary among the students. The biggest problem facing the instructor is the building up of a vocabulary, and the improvement of the spelling. It is of no use to teach form of business letters, when the vocabulary is lacking. Even in teaching parts of speech, it was readily seen that the nomenclature of such grammatical terms as it was necessary to use in explanation were far beyond the apprehension of the student. Such terms as "case," "tense" and "Voice" were unintelligible to some of the students.

Since there were no text books available, a general review of grammar was attempted to fill in until the texts arrived. It was soon apparent that this was no "review" but was learning for the first time for most of the class. In this early "prognostic" stage of teaching, a "pre-test" of spelling words was given to the students. The words were obtained from a list in the spelling book "Words" published by the Gregg Publishing Company, for use in business courses. The results of this pre-test showed clearly that spelling drill was required. It was planned to incorporate a regular spelling period twice a week into this English course. As it now stands, each Monday is set aside for the "pre-test" of new words. Students are asked to correct their own papers, and list misspelled words in a notebook each is to keep. On Friday of the same week, this same list of words is given to the class, this time as a quiz, graded by the instructor. All papers are graded in class, as it is thought greater good is obtained from spelling and re-spelling the word lists.

Our text book has now arrived, and there are just enough copies to supply the class.

An examination was given covering the work for the quarter. 50% of this examination was comprised of spelling words. The instructor obtained these words by tallying the number of students who had missed a word previously. Words which had been missed most frequently were given in this test. The other half of the quiz consisted of identifying errors in sentences containing gerunds, modifiers of gerunds, and plurals of nouns, some correctly used, and others misused. The results of the spelling test were gratifying. All the students showed great improvement. The results of the grammar section of the examination left much to be desired. Much more drill will be required before new work can be taken up. It is planned that each part of speech will be studied. This quarter concerned itself with nouns, plurals of nouns, and gerunds.

QUARTERLY REPORT- SEPTEMBER THROUGH DECEMBER, 1942

COMMERCE DEPARTMENT-- LUCILLE FRIEDMAN, INSTRUCTOR

NAME OF COURSE	BOOKKEEPING 1	PERIOD-- 1st
NUMBER OF CLASSES	1	TEXT--20TH CENTURY BOOKKEEPING AND ACCOUNTING, 18th EDITION, Southwestern Publishing Co.

As was the case in all other classes, text books and work papers for this course were not available for the first few weeks of school. This entailed lectures by the teacher and use of the blackboard (or a substitute for the same). The students cooperated with the teacher and were not too disturbed by the lack of materials. Texts and work books have not been obtained, but the size of the enrollment was underestimated, and there are not yet enough books to go around. By inaugurating a system of rotation of workbooks between the three beginning bookkeeping courses offered by the department, it is now possible for each class to have at least one problem for which adequate material is available to each student.

Instruction began with the teaching of beginning principles and terms. The effect of transactions on records was then explained, and the "T" account was studied. Problems were assigned from the text involving the use of these accounts. The bookkeeping cycle in its simplest form was then studied. At the completion of the chapter involving the trial balance and the methods of proving the accuracy of posting, Test Number 1, Series K compiled by the Southwestern Publishing Co. was given the class. Copies of this test were mimeographed, since there was not a sufficient number of printed copies. The results of this test were counted as 1/3 of the grade to be given students for the quarter's work. Class recitation and written problems comprised the other 2/3rds of the grade. The quarter ended with the study of methods of closing the ledger.

QUARTERLY REPORT--SEPTEMBER, 1942- DECEMBER, 1942

COMMERCE DEPARTMENT--LUCILLE FRIEDMAN, INSTRUCTOR

NAME OF COURSE: COMMERCIAL LAW, PERIOD: 5th
NUMBER OF CLASSES: 1 TEXT: LAW, Peters-Pomeroy, 4th ed.
Southwestern Publishing Co.

The text books for this class arrived only two weeks ago. Previously the class was taught by the lecture method, the instructor using the blackboard extensively, and student participation consisting of decisions of cases dictated by the instructor. The students were asked to take elaborate notes, many times from dictation. This was especially true of definitions of legal terms.

One of the chief handicaps of the students, is their inability to cope with the language involved in the course. Dictionary study in class was had to define and fix in the student's mind the definition of many legal, and quasi-legal terms.

The students were requested to hand in notebooks of the notes taken in class. The primary purpose behind this request was to give the student a motive for reviewing and re-assembling his notes, and organizing such notes in an orderly manner. These notebooks were graded, and were quite satisfactory.

The basic text used by the instructor was one borrowed from the school library, entitled "Business Law and Procedure", and supplemented by a college text in Business Law.

The units covered during this quarter included the following:

Our courts; Classification of the Law; Criminal Law; Torts; Contracts

1. Elements of a contract
2. Parties to a contract
 - a. incompetent parties
3. Agreements
 - a. offer
 - b. acceptance
4. Reality of consent
5. Object of a contract

When the texts and workbooks became available, the study guides in said workbooks were used as a review for the quarterly examination. The examination was study guides in the work book involving agreements, and some four cases for decision, which cases were taken from the text and mimeographed. These cases involved principles already studied, and reviewed in the textbook. The results left much to be desired, mainly because of the reading difficulty of the students. These cases involved reasoning, and involved understanding of rather complex situations, not, however, involving any principles which had not been discussed. More work will be needed with this unit of contracts before we can go on to new work.

QUARTERLY REPORT: LUCILLE FRIEDMAN, INSTRUCTOR IN COMMERCE

AMACHE SENIOR HIGH SCHOOL

I. Secretary of Guidance Committee

Before the opening of school, the work of the guidance committee began. It consisted in plans for a program of integration of the student, and the building of a community-and child-centered school. The principles of guidance were worked out by this Committee, and the whole was coordinated and written up by the Secretary, with the aid of the President.

II. Faculty sponsor of the ~~Sophomore~~ Class

The Sophomore class held its get-acquainted party on the afternoon of Friday, December 18th, 1942. The theme of the party was a roundup, and the decorations carried this scheme out, with boots and saddles of paper, as well as brands cut out of various colored paper. This sponsor suggested this motif, and it was carried out with great ingenuity by the members of the committee. The class members were very shy, and it was difficult to urge the boys and girls to participate in games involving both sexes. The party was a financial success, in that we came out even. Social dancing was attempted, but did not succeed too brightly. The most successful game was one in which a ball was passed from person to person, to the rhythm of music. When the music stopped, the person holding the ball was eliminated. The party began at 2:15 P. M. and ended about 4:30.

III. Member of Cooperative Store

The cooperative store of the high school is directly under the supervision of Miss Betty Beaver and Mr. Lynn Takagaki, with this writer an ex-officio advisor. Many meetings were held by the co-op to decide policy, and help was given in the opening of the store.

IV. Business Education World

An article was written for the above mentioned business magazine published by the Gregg Publishing Company, at the request of the managing editor, Mr. Clyde Blanchard. The article, entitled "Training Japanese-Americans for Tomorrow" will appear in the February issue of the monthly, and concerns itself with the teaching of commerce at the project.

QUARTERLY REPORT

January 1943 - March 1943

COMMERCIAL LAW:

This class was discontinued after the first semester. The students were required to supplement the study of the semester with a term paper showing research on some phase of commercial law not discussed in class. The results were satisfactory. Social Security, Public Carriers, and Insurance were some of the topics selected for individual study.

BUSINESS ENGLISH: Text: Business English, J. Walter Ross

This is a continuation of the course offered in the fall of 1942. This semester is concerned primarily with the composition of various types of business letters, as well as with the building up of the vocabulary of the students. The series of booklets entitled "Effective Speech" is used to supplement the textbook. Spelling and diction are given attention. At this point in the semester, the students have finished their study of the mechanics of the business letter, and are ready to compose the letters suitable for various business situations. Much letter-writing will be done, and criticism will be done by other students.

GREGG SHORTHAND: Text: Gregg Shorthand, Functional Method, Louis A. Leslie

Two classes, 2nd and 6th periods.

This course is a continuation of the beginning shorthand commenced last semester. Students are now writing every day. A speed of 80 words per minute, from practiced matter, with textbooks open for reference, has been achieved by most of the students. Interest is keen in these classes. Much emphasis is given this semester to laying the foundation for accurate transcription, and students are always being reminded that transcription of shorthand involves more than ability to read back shorthand. Time and attention is given to spelling of unusual words encountered in the reading of the lesson, and emphasis is placed on plurals of nouns, this being one of the major difficulties which the students must surmount. They are becoming aware of their shortcoming, however, and are at pains now to pronounce the "s" when the plural of a noun is called for.

BOOKKEEPING I:

The writer no longer teaches this subject.

ENGLISH 10:

Two classes, 1st and 4th periods.

The semester began with the teaching of a literature unit, because the other classes in Sophomore English were using the grammar texts, and there were not a sufficient number of books to take care of all classes. Much shifting of classes and carrying about of books from one room to another is necessary this semester in connection with this course. It is my recommendation that all English 10 classes should be taught in one classroom, where materials and books would be available without the wasteful process of carrying materials from one room to another.

The unit which started this semester was Narrative poetry. The text used is Achievement, by Gross, Smith, et al., Ginn & Co. At the conclusion of the reading of these poems, all of which was done in class, mostly oral reading, the students were asked to write a paper on suggested topics, all of which had direct reference to the poems studied. A test was also given on vocabulary, matching of poem and author, and the ability to recognize lines of poetry. The next unit which these classes will study is William Shakespeare's Julius Caesar. This, too, will have at its conclusion the writing of a paper dealing with some phase of the England of the Elizabethan period.

Every Friday has been set aside as a free reading period. Four types of books are required: biography, novel, non-fiction, and poetry or magazine readings. Reports are required, four books being set as a minimum for reading for the semester.

NIGHT SCHOOL:

A new class in beginning shorthand has been formed which meets on Tuesdays and Thursday, at 7:50 until 9:00 P.M. The typewriting class is still in session on Tuesday and Thursday from 6:30 until 7:35 P.M.

QUARTERLY REPORT

MARCH - JUNE, 1943

SUBJECT: BUSINESS ENGLISH, Period 3

TEXT: BUSINESS ENGLISH, ROSS
SUPPLEMENTED BY: PRACTICAL
ENGLISH

ENROLLMENT: Originally 34, now 22

The course this quarter was concerned primarily with letter writing techniques, as well as with a growth of vocabulary and a review of the fundamentals of grammar.

The most lengthy project this quarter was the writing of a series of letters concerning the adjustment of a complaint regarding the damage done to an ermine coat. The students wrote the letters that would be involved in a situation like this. An outline of the controversy was given to the student, in mimeographed form, and the gist of the letter they were to write was formulated for them. They wrote various letters, some from the point of view of the store involved, and some from the point of view of the dissatisfied customer, culminating in mutual polite letters of thanks when the matter was finally satisfactorily settled.

The drop in enrollment was occasioned by the moving of some families to Crystal City, Texas, to join interned fathers. Part of the drop was due to the placement of students in part-time jobs.

A large part of our class time has been devoted to learning new words--an increase in the vocabulary of these students being most important. The remainder of the quarter will be devoted to such language development, as well as more review of grammar.

QUARTERLY REPORT

March --- June, 1943

Lucille Friedman

SUBJECT: SHORTHAND I, Period V

ENROLLMENT: 15

Pt. I and II, Gregg Shorthand,
Functional Method, Leslie:
Supplemented By Various Dictated
Material

This class was taken over for the first time this quarter. They are an exceptionally bright class and are progressing very satisfactorily in shorthand.

By the end of the quarter the students will be able to take new matter that is dictated to them at the rate of 60 words per minute. It may be that difficult words will have to be outlined for them first, however.

The students have been reviewing the theory in their textbooks, and have been working on new material in class. Whenever feasible, letters are dictated to be transcribed on the typewriter by those who know how to type. The other students write the letter in longhand, abiding strictly, however, by all rules concerning the form of business letters.

More work will be done in dictation of new material, and the test will be on new material dictated at 60 words per minute.

QUARTERLY REPORT
June 15, 1943

A. Enrollment:

1. Bookkeeping I	- Second Period	25
2. Bookkeeping I	- Third Period	31
3. Bookkeeping II	- Fourth Period	18
4. Bookkeeping I	- Fifth Period	33

B. Work Covered:

1. Bookkeeping I

- a. Chapters 24 and 25 shows the use of the combined Cash Journal as a method of recording the transactions of a small business and for middle sized businesses. The Cash Register is also explained as an integral part of the bookkeeping system of the small business.
- b. Chapters 26 and 27 discusses the purpose and the use of promissory notes, trade acceptances, and commercial drafts and explains the method of recording the various types of transaction in which these business papers are used.
- c. The Walker Practice Set was for the purpose of giving the student of benefit of recording the transactions of a business through the bookkeeping cycle from the beginning to the end to determine the amount of actual knowledge that the student has retained as to accuracy, thoroughness, neatness, and the ability to analyze the various journals and ledgers.
- d. The Carson and White Practice Set was to further familiarize the students to bookkeeping principles and to use the combined cash journals for a small concern.

2. Bookkeeping II

a. Corporation Accounting

The chapters in this Unit presents the essential characteristics of corporate ownership and explains how the corporate type of organization is formed. The accounts and the books or records peculiar to the corporation are fully explained and illustrated. Special accounting problems involved in the corporate type of business ownership is developed, including the handling of the

corporate stock, sale on installment plans, acquisition and the sale of treasury stock, goodwill, organization expenses, and the Federal income tax of the corporation.

b. Sales and Purchases

These chapters discuss the additional methods of making purchases and sales and efficient ways of recording such transactions. Special attention is given to C.O.D. Sales, Installment Sales, Consignment Sales, Department Sales and Purchases. The voucher system is explained as a method of recording and controlling payments for purchases of all kinds as well as for other expenses.

c. The Better Homes Corporation Practice Set

This set was given in place of the remaining chapters in the text to give the student practical experience in handling business paper and the bookkeeping journals and ledgers. This set also enable the student to apply their understanding of the principles and to assist the teacher to evaluate the accuracy, thoroughness and the completeness of the student's work.

C. Outstanding Activities:

1. Bookkeeping I

The working of the practice sets by the students to give them practice under conditions similar to the outside business world.

2. Bookkeeping II

The working of the practice set by the students who got practice in the use of the various business papers as used by the business and also to the various systems in the inter-office communications. The use of the students of the above the average grades in various bookkeeping capacity in the Senior High and the Junior High Co-op. The use of students in the Administration offices as part time workers.

D. Homeroom Representatives

1. Mory Taniguchi - Left for Crystal City, Texas
2. Ada Yamasaki - Class Vice-President took Miss Taniguchi's place.

Both representatives are very satisfactory. Reports given to class were very well stated and discussion carried on very well.

Suggestions:

- a. A report of each of the student under the supervision of the Homeroom teacher should be given to the teacher so that she may more intelligently advise the students. The report similar to the third quarter report is adequate if the teacher would make further remarks peculiar to the student.
- b. More activities planned for Homeroom to better acquaint the teacher with the student. For example, teacher and parent contact; student and teacher discussions; and even competition between homerooms.

E. Activities Sponsored:

1. Senior High School Co-op

Senior High School Co-op store run by the students for the purpose of providing a store for school supplies for the students convenience and also to give the students actual experience in the running of the business. To educate the students on the principles of the Co-ops. To give the students experience in bookkeeping, salesmanship, managing, and directing of a business.

2. Amache High School Annual

The publishing of an annual for the student body of the Amache High School.

F. Suggestions For Next Year:

1. If possible to give the advanced students a course for a semester based on working of practice sets and explaining and introducing advanced bookkeeping subject in relation to analysis of financial reports, corporation bookkeeping system, and special problems in bookkeeping.
2. Offer a course in Commercial Arithmetic for the Juniors and Seniors who have had bookkeeping, or who have had some arithmetic in High School.

file

COMMERCIAL DEPARTMENT
Report of Summer Work
August 13, 1943

Mrs. Tinsman

I. Health and Well-Being

Little was done in my department in this field except emphasizing:

1. Correct posture in business situations for the sake of less fatigue and as an aid to better health.
2. Necessity of keeping fit so as to decrease absenteeism by getting enough sleep, eating correctly and getting sufficient exercise.

II. Opportunity for Self-Expression

1. In all of the typing classes, in office practice, in shorthand, and in the work assignments for teachers the students had some opportunity to choose styles of letters and to make artistic arrangement of work being done.
2. The clerks and the members of the Board of Directors of the Co-op had opportunities for self-expression in arranging displays, designing business forms to be used, and in making posters.

III. Opportunity for Work Experience or Special Training

1. Co-op Store

The five members of the Board of Directors moved the store to the new building; set up the displays; and helped with or performed the duties of bookkeeping, buying, selling, and managing. They also took care of the banking, took inventories, opened and closed the store each day, sold new memberships, and encouraged the sale of War Stamps, kept all records and made reports to members.

The clerks and the committee members gained experience in selling, in meeting the public, and in practicing some fundamental business skills, such as arithmetic and handling business forms.

Except one hour at noon, the Co-op was open the entire day during summer school. A profit of about \$75 was realized and a supply of over \$350 worth of goods was purchased in order to handle sales at the beginning of the fall semester.

III. Opportunity for Work Experience or Special Training (Cont.)

2. Student-Stenographers and Student-Typists

The students in the office practice class and in the advanced typing class were assigned to teachers to complete two to five hours of work each week, such as filing, typing, completing the duplicating processes, and taking dictation.

This work enabled the students to meet actual work problems, to learn to follow directions, and to gain confidence in their abilities, to learn new skills, as well as practice those already learned.

3. Special Training in Office Practice Class

The students in this class were trained to go immediately into an office as a typist, file clerk, or stenographer either on the project or outside. Special typing techniques, filing processes, transcription, office etiquette and duties were taught.

4. Special Training in Preinduction for the Army Clerk

A course, as outlined by the Adjutant General's Office in Washington, D. C., was taught to enable: The boys to fit into an army clerical position if they volunteered, The girls interested in the WACs to make a better adjustment, any boy or girl to better understand and handle many types of clerical situations and forms.

IV. Opportunity for Group Expression

1. Members of the office practice class took a trip to the Office Services Department here on the project one afternoon to learn and practice mimeographing processes/
2. The Co-op Board of Directors held one general meeting of the Co-op members to make reports of summer activities and to elect a nominating committee.
3. The National Honor Society held a banquet, August 9, in the Hospitality House. Honorary members of next year's senior class elected this last year entertained the graduate members. Attractive invitations and place cards were made by the entertaining committee.

--Betty Beaver

24.20

REPORT OF FIRST SEMESTER

1. Material Covered in Classes
2. Co-Curricular Activities
3. Semester tests

Betty Linsman

LIST OF CLASSES AND SPECIAL DUTIES, FIRST SEMESTER
1943-1944

CLASSES OVER WHICH I HAD COMPLETE CHARGE:

1. Office Practice--periods 1, 2, and 5
2. Bookkeeping II--period 3
3. Typewriting I-A--period 4
4. Typewriting II-B--Period 6
5. Backgrounds for Business, Period 5
6. Typewriting I-B

CLASSES FOR WHICH I HELPED PLAN AND TAUGHT PART OF THE TIME:

1. Typewriting I-B-- Period 1
2. Shorthand I --Period 6
3. Jr. Business Training --Period 7

CO-CURRICULAR ACTIVITIES

1. Sr. Hi. Co-op
2. Honor Society
3. Blue Cross Representative
4. Student Placement
5. Commercial Department Chairman

SUMMARY OF MATERIAL COVERED IN CLASSES
DURING THE FIRST SEMESTER
1943-44

I. Typewriting I-B

1. The class mastered the material in lessons 1 to 55, pp 1 to 81 in the typewriting text.
2. They learned to clean a typewriter and to change ribbons.
3. They were able to type from 15 to 40 words per minute on a five-minute test.
4. Each student was required to know each part of the machine by its name and use.
5. The class at the end of the semester
 - a. Knew the entire keyboard
 - b. Could do centering
 - c. Could complete simple tabulations
 - d. Could write friendly letters
 - f. Could do accurate straight-copy typing
 - g. Could divide words correctly at the ends of lines
 - h. Knew how to write several symbols and numbers
 - i. Knew how to correctly set up material to look well balanced on the page.
 - j. Knew the importance of proofreading and correcting material to be typed.

II. Typewriting I-A

Note: This class knew very little about typewriting when they began this fall because most of them had had only six weeks instruction this summer.

1. The class completed lessons 10, p. 22, through 60, p. 88.
2. The class reviewed the keyboard, correct position at the typewriter, and correct striking.
3. The students learned to clean a typewriter and to change a ribbon.
4. Each student knew the machine parts by their names and uses.
5. The students could type at the end of the semester from 25 to 45 words per minute.
6. At the end of the semester the class
 - a. Knew the entire keyboard
 - b. Could do centering
 - c. Could complete simple tabulations
 - f. Could write and set up friendly letters
 - g. Could do accurate straight-copy typing
 - h. Could divide words correctly at the ends of lines
 - i. Knew how to write most of the symbols not found on the machine
 - j. Knew how to check copy for errors and use proof-reading marks
 - k. Could address envelopes
 - l. Could complete several examples of problem typing such as, minutes of a meeting, a theme, arithmetic problems, etc.

III. Typewriting II-B

Note: All of these students were to have had one full year of typing instruction before entering this class, but many of them did not know things which should have been learned the first year. I spend quite a lot of time reviewing and mastering techniques which are quite simple.

1. Since each of these students was assigned to a teacher, I first instructed the class in duplicating processes, such as making master copies, using the duplicating machine, cutting stencils and running a mimeograph machine.
2. Each student was required to complete and average of two hours' work for her teacher.
3. A review of the following things was given:
 - a. How to write all symbols
 - b. How to divide words at the ends of lines
 - c. How to write numbers
 - d. How to center
 - e. How to set up simple tabulations
 - f. How to set up straight-copy material
 - g. Styles of business letters and how to set them up
 - h. The parts of the machine
 - i. The position at the typewriter
 - j. How to clean a machine and change a ribbon
 - k. Proofreader's marks and how to write from a rough draft
 - l. Margins for various length lines were memorized
 - m. How to erase correctly
 - n. How to correct material when typing
4. Instruction was given on the following:
 - a. Typing and figuring invoices
 - b. Typing telegrams
 - c. Justifying lines to set material in columns
 - e. Typing with several carbons
 - f. Addressing envelopes
 - g. A simple card file and alphabetizing project was completed
 - h. Composing personal letters
 - i. Typing interoffice correspondence
 - j. Bills of lading and credit memos were typed.
5. The class took a trip to the Office Services to learn how use the mimeograph machine.
6. Each student completed an average of 40 words per minute on a ten-minute speed test--or a range from 25 to 65 words per minute in the class.

IV. Office Practice, First, second, and fifth periods
(Summary of material covered the first semester)

1. Since these students were assigned to teachers to complete from two to five hours' work each week, I first taught them duplicating processes, such as
 - a. Making a master copy
 - b. Running the Ditto Machine
 - c. Cutting Stencils
 - d. Using a Mimeograph machine (We took a couple of trips to Office Services so the students could all get experience in using a Mimeograph machine.)
2. Since their typing abilities and knowledge varied, I reviewed the following:
 - a. Letter styles and how to determine correct margins
 - b. All symbols not found on the machine
 - c. How to outline, center, tabulate, justify lines, set up manuscripts, etc.
 - d. How to erase correctly at the typewriter.
 - e. How to clean the machines and change ribbons.
 - f. The Machine parts and how to use them.
 - g. How to check copy for errors and to question things which don't seem just right.
 - h. How to divide words at the ends of lines.
 - i. How to write numbers in columns
 - j. How to use carbons and to judge kinds of paper, etc.
3. The class set up one legal document each and bound it. Each student gave an oral report on her particular document discussing its legal significance and use.
4. Emphasis and about a week of research and study were made on the following:
 - a. Office etiquette
 - b. Duties of a secretary
 - c. How to improve transcription ability
 - d. How to handle office mail
 - e. Ordering and caring for supplies
 - f. Reception of office callers
 - g. How to use a telephone
 - h. How to write telegrams, cablegrams and radiograms
 - i. How to arrange for a business trip
 - j. Legal problems
 - k. Following directions, etc.
5. Several filing projects which took about one month, one hour a day were completed.
6. There were several typing speed and accuracy tests given, and the speed of the class ranged from about 35 to 65 wpm.

cont.

IV. Office Practice Summary Cont.

7. There was drill on shorthand vocabulary each week and from two to five transcriptions typed. There was an increase in shorthand speed of about 20 wpm during the semester.
8. About 300 spelling words were studied and used.
9. Several oral reports were given on etiquette, various kinds of equipment, duplicating processes, etc.
10. Each student made a chart for an ideal office arrangement.
11. About ten tests were given on the correct thing to do in numerous office situations--in an effort to develop good judgment, initiative, etc.
12. A study was made of courses offered in various business schools.
13. All the girls were encouraged to take Civil Service tests and most of them did and passed.
14. Note: I cover so many, many items in this particular course that it is difficult for me to enumerate them all.

V. Summary of Bookkeeping II--First Semester

1. The Class covered the first 16 chapters of the Second Year 20th Century Bookkeeping and Accounting.
2. The class studied the following units:
 - a. Columnar Purchase Journals
 - b. Columnar Sales Journals
 - c. Columnar Cash Journals
 - d. Columnar General Journals
 - e. Controlling Accounts
 - f. Preventing, Finding and Correcting Errors
 - g. Formation of Partnerships
 - h. Division of Partnership Profits and Losses
 - i. Accurals and Deferred Items
 - j. Depreciation and Depletion
 - k. Uncollectible Accounts and Notes
 - l. Proprietorship in A Corporation
 - m. Organization of a Corporation
 - n. Corporate Reports
3. Chapter tests and three comprehensive tests were given.
4. From two to three exercises were completed to illustrate each new phase of study.
5. The class examined the Sr. Hi. Co-op Books and helped tabulate purchases and figure Share Profits.

VI. Summary of Commercial Law--Fifth Hour Business Backgrounds

1. In order to stress what seemed most important for the students to know, several parts of the text were either entirely omitted or studied to get only the main points.
2. The following sections were studied thoroughly through discussion, working out case problems and by testing:
 - a. Contracts
 - b. Relation of the Principal and agent
 - c. Relation of the Buyer and Seller
 - d. Relation of the Employer and Employee
 - e. Negotiable Contracts and Contractual Relations
 - f. Relation of the Insurer and Insured
 - g. How Property is bought, exchanged and protected.
 - h. Public Wrongs
 - i. How Laws are administered.
3. Several Copies of legal forms were obtained and studied.
4. Special drills and study were given on legal terminology which applied to the problem being studied.
5. An extensive study was made of present labor laws.
6. From pamphlets obtained from the Federal Social Security board, the class made oral and written reports on benefits, rulings, and rights set up by this Federal Social Security Act. Differences in how various states have changed it were brought out.
7. An intensive study was made of kinds of insurance, policies and laws pertaining to insurance of different kinds.

VII. Summary of Co-Curricular Activities

1. Co-op--The following duties were performed with help of Board.
 - a. Appointed two members of the Board of Directors to take the places of those who left.
 - b. Obtained clerks, scheduled work hours, and trained them.
 - c. Met with nominating committee to select candidates for new officers.
 - d. Carried on Co-op Membership Campaign
 - (1) Outlined material to be taught in Gen. Ed. Classes.
 - (2) Put on a Co-op Assembly
 - (3) Sold between 200 and 300 memberships
 - (4) Transferred Junior High Memberships and issued new cards, etc.
 - f. (5) Selected a Membership committee and about 30 Co-op Membership Salesmen, and conducted a contest to see who would sell the most.
 - (6) Arranged to have posters, signs and tags made for the campaign.
 - (7) Arranged for a social hour to honor new members.
- e. Was host to visiting Granada Group.
- f. Decided to revise By-Laws.
- g. Set up plan for tabulating sales for share profits.
- h. Instructed Treasurer to make copies of reports for posting and for filing.
- i. Figured Share Profits Payable and distributed to members.
- j. Instructed graduating members to withdraw their memberships if they wished and arranged for the withdrawal.
- k. Audited the bookkeeping accounts, closed the books for the year, and changed the accounts and handling of certain funds to conform to changed By-Laws.
- l. Held two general meetings.
- m. Held an election for second-semester Board of directors.
- n. Started instructing new Board Members as to their duties.
- o. Outlined needed improvements in the Store.

VII. Summary of Co-Curricular Activities (Cont.)

2. Blue Cross

- a. Held a meeting of new teachers to explain Blue Cross.
- b. Wrote numerous inquiry letters.
- c. Sent in the new application cards and the money to cover the new subscriptions.
- d. Collected the semi-annual payment and sent it in. (Nov. 16)
- e. Met with the Pueblo representative to discuss questions and difficulties with the Denver Office.
- f. Contacted new members as they EOD'd and explained the Blue Cross benefits.
- h. Sent letters for adjustments to accounts for members entering the Armed Services.
- i. Gave each member leaving a change of address card.

3. Honor Society

- a. Held a meeting of graduate and probationary members.
- b. Arranged for probationary members to be elected to full membership
- c. Helped obtain the Eligibility list for the graduating seniors.
- d. Helped obtain the faculty recommendations for January graduating members.
- e. Helped to collect money for pins, made a report to the national office, etc.
- f. Helped plan an Honor Society Assembly to announce new members.
- g. Conducted an election for Second semester officers.

4. Special Commercial Department Duties

- a. Helped plan courses to be offered and class schedule
- b. Made requisitions for equipment and supplies.
- c. Assigned and evaluated student-typists and stenographers.
- d. Helped place about fifteen graduating commercial students.
- e. Interviewed students to advise them as to the correct commercial courses to take.
- f. Helped plan and taught Miss Friedman's classes.
- g. Instructed commercial teachers as to duties in the department.
- h. Audited Elementary Co-op bookkeeping set-up and suggested changes.

Betty Seaver
Agnes Morika

SEMI MONTHLY REPORT
COMMERCIAL DEPARTMENT
OCTOBER 15, 1943

L 4.20

I. TYPING IB PERIODS 1 & 7

MATERIAL COVERED:

1. Use of the tabular key
2. How to set material in paragraphs
3. Centering
4. Continuity typing and rhythmic drills
5. Knowledge of the 4th row of keys which conditions numbers and symbols
6. The class saw the picture "Teaching a beginner how to type right."

PLANS FOR THE NEXT TWO WEEKS:

1. Additional drill and practices on the 4th row of keys
2. Correct writing of the additional symbols
3. Use of the under score and hyphen
4. Emphasis on the speed writing and several speed drills will be given
5. Several 1, 2 and 3 minute tests will be given
6. The class will cover lessons 12 to 20 in the 20th Century Typewriting Manual.

PAGE 2

II. TYPING I-A, *period 4*

MATERIALS COVERED IN LAST TWO WEEKS

1. Several centering exercises.
2. Call the throw drills.
3. Accuracy drills.
4. Correction typing.
5. Aligning the paper after reinsertion.
6. Several time test.

MATERIALS TO BE COVERED

1. A study of tabulation.
2. Additional centering exercise.
3. Learning to correctly arrange copies.
4. The various marginal stops for different length of lines.
5. The principles of syllabication.
6. Additional practice in alignment.
7. The calss will cover assignments 29 through 35.

MATERIAL COVERED

I. A review of the following techniques were presented:

- A. Centering
- B. Outlining
- C. Word division
- D. Justifying lines
- E. Aligning a paper after re-insertion
- F. Correct methods of writing numbers
- G. Cleaning the typing machines

II. Timed tests were given each week.

III. On Friday of each week, the students did typing for their teachers, and on each Monday a report was made of this work.

PLANS FOR THE NEXT TWO WEEKS

I. Additional practice in justifying lines will be given.

II. A review of tabulation and several tabulation studies will be typed.

III. A study of proof-reading marks and some copies of rough drafts will be typed.

IV. Practice in taking dictated material will be given.

SHORTHAND I - PER. 6

MATERIAL COVERED

Units Seven through Fourteen in Gregg Functional Shorthand Manual, Book One.

1. Drilled on brief forms and new words included in these units.
2. Students were given reading practice each day on material included in these units.
3. Gave brief form and phrase recognition test on forms studied up to and including paragraph 41.

PLANS FOR NEXT TWO WEEKS

1. The students should master a reading knowledge of the material in the next seven units (units 15-21) and learn to readily recognize all brief forms and phrases included in these chapters.

V COMMERCIAL LAW, PERIOD 5

Material Covered

1. Reality of consent to an agreement.
2. Competent parties.
3. Legality of object.
4. Unit quizzes were given on the above units of work.

PLANS FOR THE NEXT TWO WEEKS

1. Study of consideration in relation to an agreement.
2. Forms of agreements.
3. Operation of contracts
4. Remedies of breach
5. Termination of contracts
6. Quizzes were given on the above units of study.
7. One comprehensive test over the unit of agreements.

Office Practice Class
Periods 1,2,&5

Materials Covered

1. How to order and care for supplies and equipment.
2. Additional study on mimeographing--the students went to office services to learn how to operate a mimeograph machine.
3. Discussion of how to take dictation correctly and how to keep a shorthand notebook in good order.
4. About fifty words were studied for longhand spelling and usage.
5. Additional study was given in improving shorthand vocabulary.
6. Each student made a chart for an ideal office arrangement of furniture and supplies.
7. Typing techniques were reviewed, such as the following:
 - a. How to use the different machine parts
 - b. How to clean a machine
 - c. How to center
 - d. How to outline
 - e. How to write numbers correctly
 - f. Correct word division
 - g. How to adjust lines for newspaper work
8. A few practice transcriptions were written.
9. The students completed from two to ten hours of work each week for their teachers.

Materials To Be Covered
Plans for the next two weeks

1. Additional practice in justifying lines
2. A study of tabulation
3. A review of proofreaders marks and how to type from a Rough Draft copy.
4. Fifty spelling words will be given.
5. A study of what to do in difficult office situations requiring tact and judgment
6. Additional study of duplicating machines and equipment
7. How to handle office callers
8. Additional study of shorthand vocabulary

JUNIOR BUSINESS TRAINING
Period 7

MATERIAL COVERED

1. Gave test on per cent, decimal, and fraction equivalents.
2. Taught how to find a per cent of a number.
3. Finding what per cent one number is of another.
4. Finding number when per cent of it is known.
5. Taught finding interest.
6. Studied money and how to handle money.
7. Making Change.
8. Banking problems, use of banking accounts for saving and checking purposes.
9. Gave test on Money, Handling Money, Banking, and Nature and use of personal checks.

PLANS FOR NEXT TWO WEEKS

1. Bank accounts.
2. Writing checks.
3. Care in writing checks.
4. Transfer of checks.
5. Keeping a Personal checking account.
6. Ways of sending payments.

TEXTBOOK COVERED

1. Ruch, Knight, Hawkins - MATHEMATICS AND LIFE - pp 32-43
2. Grabbe, Salsgiver - GENERAL BUSINESS - pp 29-68

VIII. CO-EDUCATIONAL ACTIVITY

CO-OP

1. I made arrangements with Board of Directors to do the following things.
 - a. Appointed a membership committee to act during the Membership Drive to be held October 18 to 22.
 - b. With the help of the Membership Committee arranged for a assembly program to be given October 18 for the whole student body.
 - c. With the help of Emiko Nakano and the art department, arranged to have posters, signs and tags made to be used during Co-op Week.
 - d. Had a bibliography of available co-op materials made.
 - e. Made an outline of how teachers could present the study of cooperatives in the general education classes and conferred with teachers concerning this.
 - f. With the help of the Membership Committee and the Board of Directors, selected salesmen who would sell memberships during Co-op week.
 - g. Arranged for a skit and social to be scheduled Friday, October 7, to end the Coop Membership Drive.
2. BLUE CROSS
 - a. Contacted all new members and explained more fully about Blue Cross benefits.
 - b. Sent in all the additional applications for membership.
 - c. Wrote three letters of inquiry to answer questions brought up by members.

SEMI-MONTHLY REPORT
COMMERCIAL DEPARTMENT

1. OFFICE PRACTICE CLASS, PERIODS 1, 2, 5.

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MATERIALS COVERED

1. Unit on duplicating processes and mimeographing.
2. Assigned students and instructed them how to do work for teachers.
3. Class discussion on the:
 - a. Secretarial duties.
 - b. Relations with employer.
 - c. How one can obtain and maintain standards of high efficiency in an office.
 - d. How to handle incoming and outgoing mail.
4. Gave dictation and transcription of eight letters and one long article.
5. Analyses of letter styles now used in offices.

MATERIALS TO BE COVERED

1. How to order and care for supplies and equipments.
2. Reception of Office Callers.
3. Typing technique will be reviewed such as:
 - a. How to use all the different machine parts.
 - b. How to change the ribbon.
 - c. How to center.
 - d. How to outline.
 - e. How to tabulate.
4. A trip to Office Services to mimeograph.

TEXTBOOK MATERIALS COVERED

1. "The Private Secretary Manual" (first three chapters).
2. "Functional Shorthand Manual" by Leslie (five units).
3. "Twentieth Century Typing" book (pages 241 to 243, pages 55 and 111).
4. "Applied Secretarial Practice" (Chapter I).
5. "Dictation at In-between Speed".
6. "New Dictation Course" and others.

By Betty Beaver

October 1, 1943

II

SHORTHAND I - PER. 6

MATERIAL COVERED

Units One through Six in Gregg Functional Shorthand Manual, Book One.

1. Daily drill was given on brief forms and new words to be learned.
2. Students were given reading practice each day on material included in these units.

NOTE: Since there were new students almost every day in the class, much individual help had to be given.

PLANS FOR THE NEXT TWO WEEKS

1. The students should master a reading knowledge of the material in the next seven chapters and learn to readily recognize all brief forms and phrases included in these chapters.
2. A brief form and phrase recognition test will be given.

III. TYPING 1B PERIOD 1 & 7

MATERIAL COVERED:

1. Taught the names and the uses of all parts of the machine.
2. Taught correct position at the typewriter.
3. Taught correct method of stroking and taught the reaches for the first three rows of keys.
4. Gave daily dictation on the difficult reaches.
5. Taught the process of shifting to make capitals.
6. Taught the students the necessary information about setting the margin and determining what margins should be used for different length lines.
7. Covered pages 1 through 12, in the 20th Century Typewriting.

PLANS FOR THE NEXT TWO WEEKS:

1. Plan to cover the material through Lesson 12, which includes:
 - a. Use of the tabular key.
 - b. How to set material in paragraphs.
 - c. Centering.
 - d. Continuity typing and rhythmic drills.
 - e. A knowledge of the fourth row of keys which includes numbers and symbols.

IV. TYPING 1-A, PERIOD 4

MATERIAL COVERED

1. Reviewed parts of a machine--correct names and how to use them.
2. Correct position at the typewriter.
3. All of the keyboard reaches.
4. How to use the tabulator system..
5. Marginal stops for various length lines.
6. Covered lessons 14 through 20--20th Century Typing.

Note: Since many of these students only had six weeks instruction this summer, they are not as far as advanced as second semester students should be.

PLANS FOR THE LAST TWO WEEKS

1. Will cover lessons 21 through 28, which includes:
 - a. Several time tests
 - b. additional instructions in centering
 - c. Call the throw drills
 - d. Accuracy drills
 - e. Problem typing such as correcting errors in English
 - f. Aligning the paper after reinsertion

V. BOOKKEEPING II, PERIOD 3

MATERIAL COVERED:

1. How to set up and when to use various types of columnar purchase journals.
2. How the work in bookkeeping department by large businesses is allocated.
3. How to use and select the proper columnar sales journals.
4. How to handle debit and credit memorandums.
5. How to select and use various types of columnar cash journals.
6. How to use the petty cash book.
7. The needs and uses of the columnar general journal.
8. How to make reversing and adjusting entries.
9. The class completed exercises suggested in their Exercises 1 through 8, using the working papers from their workbooks.
10. The class took three chapter quizzes.

PLANS FOR THE NEXT TWO WEEKS.

1. Instruction on Controlling Accounts and the uses of subsidiary ledgers.
2. Chapter quizzes on chapters IV, V, AND IV.
3. One comprehensive test over the material covered so far may be given.

VI

Advanced Typing Period 6

MATERIAL COVERED

1. Review of machine parts.
2. Position at the machine.
3. Paper dimensions and margins for various length lines.
4. How to make master copies and complete the duplicating processes.
5. How to cut stencil.
6. How to use a mimeoscope.
7. The styles of letters that are used in various offices.
8. How to set up straight copy material.

PLANS FOR THE NEXT TWO WEEKS

1. The students will type examples of each one of the letter styles on letterheads found in their workbooks.
2. A review of the following techniques will be presented:
 - a. Centering
 - b. Outlining
 - c. Justifying lines for newspaper work and simple tabulating processes.

VII

Commercial Law Period 5

MATERIAL COVERED

1. Public wrongs
 - a. What are crimes
 - b. Business crimes and penalties
2. The importance of law and why everyone should be familiar with commercial law
3. The contract
 - a. Classes of contract
4. Agreements
 - a. Kinds of agreements and when they are considered valid.
5. Four quizzes were given covering the above units

PLANS FOR THE NEXT TWO WEEKS

1. Reality of consent to an agreement
2. Competent parties
3. Legality of objects
4. Consideration
5. Form of agreements
6. Unit quizzes will be given and a comprehensive test over the whole unit of agreements.

VIII. CO-EDUCATIONAL ACTIVITIES

1. CO-OP

- (1. Appointed two members of the Board of Directors to handle activities to replace those who had left.
- (2. Obtained clerks, scheduled work hours, and trained them.
- (3. Met with the nominating committee to select candidates for new offices.
- (4. Started plans for a member-ship campaign.
- (5. And many other things that came up daily.

2. BLUE CROSS

- (1. Held a meeting to explain benefits and Blue Cross policy.
- (2. Met application for new member-ship and wrote numerous inquiry letters.

IX. BACKGROUND FOR BUSINESS (Business English) THIRD PERIOD

1. The class completed a study of nouns and their uses.
2. Reviewed kinds of adjectives and frequent mistakes using them.
3. Punctuation rules in relation to the above parts of speech.
4. Approximately one-hundred spelling words were given.
5. Several small quizzes were given.
Note: Mr. Drummond is now handling the instructions for this class.

XII
Junior Business Training
Period 7

MATERIAL COVERED

1. Presented a unit on the purpose and nature of business.
2. Basic week of business.
3. How we should study about business.
4. Review of the four fundamental processes of arithmetic and how to check each one.
5. A unit on checks.

PLANS FOR THE NEXT TWO WEEKS

1. Finding percentage of the number.
2. Finding interest.
3. Banking problems.
4. Study of money and banking services and handling money.
5. Making change.
6. Use of banking accounts for saving and for checking purposes.
7. How to make out a deposit slip and a check.

SEMI-MONTHLY REPORT
COMMERCIAL DEPARTMENT
NOVEMBER 1, 1943

Betty Beaver
Agnes Mariola

L4.20

I. TYPING IB -- Periods 1 & 7

Material Covered the Last Two Weeks:

1. Additional drill and practice on the 4th row of keys
2. Correct writing of symbols shown on the keyboard
3. Use of the underscore and hyphen
4. Emphasis on speed writing and several speed drills were given.
5. Several 1-, 2-, and 3-minute tests were given.
6. The classes covered lessons 12 to 20 in the 20th Century Typewriting Manual.

Plans for the Next Two Weeks:

1. Lessons 20 to 29 in 20th Century Manual
2. One comprehensive test covering:
 - Syllabication
 - Speed Drills
 - Machine Parts
 - Accuracy Drills
 - Keyboard Placement, etc.
3. Accuracy is being emphasized this two weeks and an accuracy achievement chart based upon points earned on five successive days was posted on the bulletin board for each class.
4. The Class ^{will} ~~learn~~ some of the following things:
 - Realignment
 - How to Make Exclamation Point
 - Centering
 - Typing for Control.

II. TYPING IA -- Period 4

Material Covered the Last Two weeks:

1. A study of tabulation
2. Additional centering exercises
3. Learning to correctly arrange copy material
4. The various marginal stops for different length lines
5. The principles of syllabication
6. Additional practice in alignment
7. The class covered assignments 29 through 35.

Plans for the Next two weeks:

1. The Class will clean the typewriters some time during the first week.
2. The class will cover Lessons 35 to to 45.
3. A comprehensive test covering instructional material through lessons 45 will be given.
4. Emphasis will be placed on speed writing.

TYPING II, PERIOD III

MATERIAL COVERED

1. Additional practice in justifying lines were given.
2. A review of tabulation and several tabulation were typed.
3. A study of proof-reading marks and some copies of rough drafts were typed.
4. Practice in taking dictated material was given.

PLANS FOR THE NEXT TWO WEEKS

1. Emphasis will be placed on writing different styles of letters and upon increase of typing speed.
2. A review will be made of the various styles of letters and how to address envelopes.
3. One timed letter will be given and two timed tests.
4. All the various styles of letters will be typed on forms given in the students' work-books.
5. From 2 to 5 hours of work will be completed each week for the teachers.

IV COMMERCIAL LAW, PERIOD V

Material Covered

1. Study of consideration in relation to an agreement.
2. Forms of agreements
3. Operation of contracts
4. Remedies of breach
5. Termination of contracts
6. Quizzes were given on the above units of study.
7. One comprehensive test over the unit of agreements.

PLANS FOR THE NEXT TWO WEEKS

1. A study ~~is to be~~ made of Part III--The Relation of Principal and Agent
 - a. Creating and Ending the Relation
 - b. Obligations in Agency
2. A study ~~is~~ planned for Part III--The Relation of Employer and Employee
 - a. Creating and ending the relation
 - b. Duties and liabilities of employer
 - c. Modern labor legislation
 - d. From a packet of material obtained from the Federal Security Administration, the class made a study of the Federal Security Act and made individual reports.
3. A comprehensive test ~~was~~ planned for the two above units.

V. Bookkeeping II

Material covered the last two weeks:

1. A study was made of Controlling Accounts found in Chapter V of the Text.
2. A chapter quiz was given on the above chapter.
3. Methods for Finding, Preventing and Correcting Errors were studied.
4. Exercise 12 found at the end of Chapter 6 was completed by the students. This problem was quite long covering the complete bookkeeping cycle.

Plans for the Next Two Weeks:

1. The class will complete Chapters 6, 7, and 8.
2. A chapter quiz *to be* given on Chapters 6, 7, and 8.
3. A study ~~will be~~ made of Partnerships
 - a. Formation
 - b. Division of Profits and Losses
 - c. Reorganization and liquidation

Office Practice Class

Periods 1, 2, & 5

Materials Covered:

1. Additional practice in justifying lines.
2. Studied tabulation.
3. Reviewed proofreaders marks and how to type a Rough Draft copy.
4. Gave fifty spelling words.
5. Studied what to do in difficult office situations, requiring tact and judgment.
6. Studied additional material on duplicating machines and equipment.
7. Studied how to handle office callers.
8. Studied additional shorthand vocabulary.

Plans for the Next Two Weeks

1. The class will study telephone procedure and etiquette found in Chapter 7 of Private Secretary's Manual, the booklet "Twenty-one Suggestions for the Use of the Telephone" and from a special report given on Telephone Etiquette found in various etiquette books in the library.
2. The class will also study duties pertaining to planning for a Business Trip to be made by the employer found in Chapter 9 of the Secretary's Manual and Chapter 13 of Applied Secretarial Practice.
3. About fifty spelling words will be studied and used in sentences--obtained from a business spelling book.
4. Approximately 100 shorthand phrases will be learned.
5. A review of letter styles will be made.
6. A review of how to make various kinds of symbols will be given.
7. A comprehensive test will be given on all material covered so far this year.

JR. BUSINESS TRAINING - Pd. 7

MATERIALS COVERED

1. Bank accounts
2. Writing checks
3. Care in writing checks
4. Transfer of checks, indorsements
5. Keeping a personal checking account, bank statements, reconciliation of bank statement
6. Ways of sending money, money orders, registered letters, bank drafts, register checks, cashier's checks, certified checks.
7. Gave test on all materials covered above.

PLANS FOR NEXT TWO WEEKS

1. Wise management of our personal resources, figuring compound interest
2. Budget as an aid to good management
3. Records as an aid to good management
4. Family budget program
5. Give test on money management and budget
6. Planning spending to the budget
7. Getting your money's worth
8. The use of credit in buying
9. Borrowing in order to buy
10. Give test on spending money and credit buying.

SHORTHAND - Pd. 6

MATERIALS COVERED

1. Assignments 15-21 in the Gregg Shorthand Functional Method.
2. The reversed a's and e's.
3. Two forms of th.
4. The prefixes con, com, coun.
5. Suffix ly, ily, ally.
6. New phrases and brief forms covered in the above assignments.
7. The oo hook.
8. Expression of w's.
9. Expression of y, ye, and ya.
10. Expression of ng and nk.
11. Prefixes un, in, in, um, im.
12. Gave transcription test.

PLANS FOR NEXT TWO WEEKS

1. Teach fundamental rules of writing shorthand.
2. Write materials in Chapters I - IV.
3. Give brief form and phrase writing and transcription test
4. Cover readings in assignments 21, 22, and 23.
5. Study: prefix ex
 endings ings, ingly.
 diphthongs

IX Co-Curricular Activities

1. Sponsored a Co-op Social hour after school.
2. With the help of the Board of Directors acted as host to a visiting group from Granada.
3. Met with Co-op Nominating Committee and decided to postpone Co-op elections until the last of this semester.
4. Met with Co-op Board of Directors and decided to:
 - (1.) Revise By-Laws
 - (2) Select Membership and Auditing committees.
 - (3) After By-laws are revised, they will be presented to the Student Council for Approval.
 - (4) Check with Community Enterprises to see why orders are so slow in coming.

REPORT FOR CLASS ACTIVITIES FOR
THE PAST NINE WEEKS QUARTER

November 1, 1943

Norreen Klein

BOOKKEEPING I

The different kinds of bookkeeping have been discussed; namely personal, social, and business bookkeeping, and practical illustrations were mentioned for each kind of bookkeeping. Each element of the following bookkeeping cycle has been discussed in detail: Journalizing, Posting, Taking a trial Balance, Preparing the working trial balance, Preparing the financial reports, Closing the books, and taking a post closing trial balance. The next quarter will be devoted to expanding the various topics of the bookkeeping cycle.

SHORTHAND IB

The functional methods of shorthand is used. The students have completed the first twenty-one assignments in shorthand through reading the shorthand script, as a preparation to writing shorthand characters beginning with assignment twenty-two.

TYPING IB

The students have acquired a functional knowledge of the various parts of the typewriter. They have been introduced to all of the characters on the standard typewriter keyboard; they have endeavored to acquire a steady, even, typing stroke, with a minimum of errors.

REPORT OF
COMMERCIAL CLASSES

Betty Beaver

Agnes Morioka

November 15, 1943

OFFICE PRACTICE, Periods 1, 2 & 5

I. MATERIAL COVERED:

1. The class studied telephone procedure and etiquette from their Secretary's Manual, Telephone pamphlets checked out from the library, from special reports from etiquette books and from material found in Applied Secretarial Practice.
2. The class studied about fifty spelling words, learning the part of speech and use.
3. Over 100 shorthand phrases were presented.
4. Various symbols and primary typing techniques were studied.
5. Several letter transcripts were made.
6. A special duplicating project was completed for Mr. Halliday.
7. A comprehensive test was given over material covered first quarter.
8. Several hours of work for the teachers were completed.

II. PLANS FOR THE NEXT TWO WEEKS:

1. The class will study duties pertaining to planning for a Business trip to be made by the employer-- Chapter 9, Secretarial Manual; Chapter 13, Applied Secretarial Practice.
2. A special report on travel etiquette will be given to be obtained from etiquette books.
3. The class will study legal documents from Chapter 12 in the Secretary's Manual, from 12 in Applied Secretarial Practice, from the Commercial Law texts, and from the typing book pp 284 to 310.
4. Each student will be assigned to make up a legal document in correct form, bind it and report upon its use and nature. Several members of the class will be asked to visit the legal department to make further inquiries about these documents.
5. "What would you do if" problems of typical office situations taken from the November Gregg Writer will be analyzed and checked.
6. Several additional shorthand phrases will be studied.
7. Units 53 to 57 in the Functional Shorthand Book II will be studied.
8. Several hours of work will be completed for each teacher.

TYPING I - B, Period 1 & 7

MATERIAL COVERED:

1. Lessons 20 through 28 were presented.
2. One comprehensive test was given as a quarter test covering:
 - a. Speed and accuracy
 - b. Use of symbols
 - c. Machine parts
 - d. Simple techniques
3. Accuracy was emphasized through timed tests and paragraph writing whereby points were earned for accuracy on five successive days. A chart showing each student's accuracy rating was posted on the bulletin board.
4. During these last two weeks the following new material was presented:
 1. Realignment
 2. Exclamation point
 3. Centering
 4. Typing for control
 5. How to change ribbon

PLANS FOR THE NEXT TWO WEEKS:

1. Lessons 29 through 34 will be presented.
2. The students will learn the following new techniques:
 - a. Tabulation
 - b. How to set and figure marginal stops for various length lines.
 - c. How to divide words at the ends of lines.
3. Additional practice will be given in realignment and centering.
4. Rules for syllabication found in Gregg Speed writing will be presented for study.

BOOKKEEPING II, Period 3

I. MATERIAL COVERED THE LAST TWO WEEKS:

1. The class completed chapters 6, 7, and 8.
2. A quiz was given after each chapter was studied.
3. The class studied
 - Partnerships
 - a. formation
 - b. division of profits
 - c. reorganization and liquidation

II. PLANS FOR THE NEXT TWO WEEKS:

1. The class will study chapters 9 and 11. Chapter 10 will be omitted since it is a practice for which the class has no working papers.
2. A comprehensive test will be given on chapters 6 through 9.
3. The class will complete the study of partnerships and start a study of how to handle accrued and deferred items.

TYPING I-A, Period 4

I. MATERIAL COVERED:

1. The class covered lessons 35 through 44.
2. One comprehensive test was given over the techniques learned the first quarter.
3. Emphasis was placed on speed writing. Several five-minute tests were given on each day during this last week along with short speed drills.
4. The class cleaned the typewriters.

II. PLANS FOR THE NEXT TWO WEEKS:

1. The class will cover lessons 45 through 49.
2. A technique test found in page 4 of the workbook I & II will be given.
3. New techniques to be presented are:
 - a. Typing from Rough Draft copy
 - b. Typing from hand written material
 - c. Typing personal letters
4. A strive will be made for errorless typing using timed tests.

COMMERCIAL LAW, Period 5

I. MATERIAL COVERED:

1. The class covered Units III and IV which were a study of:
 1. The relations of the Principal and the Agent
 2. The relation of the Employer and Employee
 3. A comprehensive test was given over these two units.
 4. The students each wrote a report on the Federal Security Act--a packet of material obtained from the Federal Security Commission was used for these reports. Recent changes in the original Social Security Act were discussed.

II. PLANS FOR THE NEXT TWO WEEKS:

1. The class will study Unit VIII which deals with negotiable instruments. They will learn:
 - a. How negotiable instruments are made.
 - b. The parties and when they are liable
 - c. How they are transferred
 - d. What comprises acceptability
 - e. What rights the holders have
 - f. How they may be dishonored.
2. Several case studies bearing upon negotiable instruments will be analyzed and checked for accuracy.
3. The timed draft, sight draft, and note will be studied from an example of each.
4. A test covering this unit will be given just before vacation.

TYPING II, Period 6

I. MATERIAL COVERED:

1. Styles of letters, and the various parts of a letter and how to place them were reviewed.
2. A study was made of how to address envelopes, found in typing book pp 77, 78, and 127-128. The class completed a project using the various styles of envelope addressing.
3. One comprehensive test was given covering techniques learned or reviewed the first quarter.
4. This class completed from 2 to 5 hours of work for their teachers and helped complete a typing project for Mr. Halliday.

II. MATERIAL TO BE COVERED:

1. Additional practice will be given in envelope addressing.
2. Practice in taking dictation of letters at the typewriter will be given.
3. On each Monday accuracy and speed drills will be presented.
4. The class will take some timed letter tests.
5. A letter-placement chart will be presented for analysis and for the students to memorize.

SHORTHAND I - Period 6

MATERIALS COVERED:

1. Fundamentals of writing shorthand.
2. Wrote from dictation parts of assignments 1 - 9 in Functional Method.
3. Covered reading assignments 21, 22, and 23.
4. Gave dictation at 40 words a minute from Dictation for Beginners by Bisbee.
5. Gave vocabulary and word phrase test covering Chapters I, II, and III.

PLANS FOR NEXT TWO WEEKS:

1. Cover reading of assignments 24, 25, 26, and 27.
2. Write parts in assignments 18, 19, 20, and 21.
3. Give drills on dictations at 40 words a minute and transcriptions.
4. Give vocabulary test on Chapter IV.
5. Give several dictation and transcription tests.

JUNIOR BUSINESS TRAINING - Period 7

MATERIALS COVERED:

1. Wise management of our personal resources.
2. Budget as an aid to Good Management.
3. Records as an aid to good management.
4. Family budget program.
5. Gave test on Money Management and Budgeting.
6. Planning spending to the budget.
7. Getting your money's worth.
8. The use of credit in buying.
9. Borrowing in order to buy.

PLANS FOR NEXT TWO WEEKS:

1. Cost of borrowing.
2. Cost of small loans.
3. Installment buying.
4. Paying for credit purchase.
5. Give test on Spending Money Wisely.
6. Drill on finding interests (60 day, 6% method) in installment buying, and calculating maturity date on notes, writing notes, writing sales tickets.

Norreen Klein
December 1, 1943

REPORT FOR CLASS ACTIVITIES FOR WEEKS
10 - 12 inclusive

24.20

BOOKKEEPING I

Completed the beginning bookkeeping cycle with the discussion of closing the ledger.

Sometime was spent on the use of banking services, including methods of opening an account with the bank, preparation of a deposit ticket, checks, and reconciling the bank statement.

A week was spent on personal bookkeeping and budgeting, including an analysis of a combined cash journal or personal record book, and social security records for individuals.

SHORTHAND I

Brief forms in the first twenty-one chapters have been given special emphasis.

The students began writing shorthand for the first time with chapter twenty-two.

The simple set-up of the business letter was discussed.

TYPING I

These three weeks have been devoted to typing for control through calling the throw drills on sentences and paragraphs and timed writings, and keeping an accumulative record of points on these exercises.

R E P O R T

COMMERCIAL DEPARTMENT

Dec. 1, 1943

Betty Beaver
Agnes Morioka

TYPING I-B, Periods 1 & 7

I. MATERIAL COVERED:

1. Lessons 29 through 34 were presented.
2. The students learned the following new techniques:
 - a. Tabulation
 - b. How to set and figure marginal steps for various length lines.
 - c. How to divide words at the ends of lines.
3. Additional practice was given in realignment and centering.
4. Rules for syllabication found in Gregg Speed writing were presented for study.
5. A couple word-division tests were given.

II. PLANS FOR THE NEXT TWO WEEKS:

1. The class will complete Lessons 35-44
2. The students will learn how to fill in omitted letters and to do some problem typing.
3. Special improvement practice will be given for about 10 days with the use of call-the-throw drills and 5 min. tests. A chart will be kept by each student showing his progress in accuracy and speed.
4. The beginning typists will be assigned to clean the typewriters.

OFFICE PRACTICE, Periods 1, 2 & 5

I. MATERIAL COVERED:

1. The class studied duties pertaining to planning for a business trip to be made by the employer-- Chapter 9, "Secretarial Manual"; Chapter 13, "Applied Secretarial Practice."
2. A special report on travel etiquette was given.
3. The class studied legal documents from Chapter 12 in "the Secretary's Manual" and from 12 in "Applied Secretarial Practice," from the Commercial Law texts, and from the typing book pp 284 to 310.
4. Each student were assigned to make up a legal document in correct form, bind it and report upon its use and nature. Several members of the class were asked to visit the legal department to make further inquiries about these documents.
5. "What would you do if" problems of typical office situations taken from the November Gregg Writer were analyzed and checked.
6. Several additional shorthand phrases were studied.
7. Units 53 to 57 in the Functional Shorthand Book II were studied.
8. Several hours of work were completed for each teacher.

II. PLAN FOR THE NEXT TWO WEEKS:

1. The class will study Telegrams, Cablegrams and Radiograms (Chap. VIII, Secretary's Manual) and will be asked to compose some of each.
2. Another unit of study, "Aiding the Employer in Business Writing" will be taken up (Chap. XIII, Secretary's Manual and Private Secretarial Practice)
 - a. Students will learn to compose in business letter style, journalistic style, advertising style and to compare these with literary style.
 - b. The class will be asked to compose some letters, statistical reports, and a press report.
3. Several phrases (about 100) are to be learned.
4. About 500 shorthand forms will be given for vocabulary drill.
5. Several accuracy drills in typing will be given.
6. About six to ten letters will be given for transcription drill.
7. A list of 50 to 100 spelling words will be given for study and usage.
8. Several hours of work will be done for the teachers.

BOOKKEEPING II, Period 3

I. MATERIAL COVERED:

1. The class studied chapters 9 and 11. Chapter 10 was omitted since it was a practice for which the class had no working papers.
2. A comprehensive test which covered chapters 6 through 9 was given.
3. The class completed the study of partnerships and started a study of how to handle accrued and deferred items.

II. PLANS FOR THE NEXT TWO WEEKS:

1. Complete study of chapters 11, 12, and 13.
2. Chapter quizzes on 11, 12, and 13, will be given.
3. The class will complete exercises 26, 27, 28, 29, and 30.

TYPING I-A, Period 4

I. MATERIAL COVERED:

1. The class covered lessons 45 through 49.
2. A technique test found on page 4 of the workbook I and II was given.
3. New techniques presentee were:
 - a. Typing from Rough Draft copy
 - b. Typing from hand written material
 - c. Typing personal letters
4. A strive was made for errorless typing using timed tests.
5. Each student composed and typed a letter and addressed an envellpe to a friend. This letter was checked for good form and accuracy before it was sent.

II. PLANS FOR THE NEXT TWO WEEKS:

1. The class will cover lessons 50 to 59.
2. New techniques learned will be:
 - a. addressing envelopes for personal letters
 - b. folding and inserting letters
 - c. tabulation of material in columns
 - d. how to outline
 - e. how to set up minutes of a meeting
3. Additional drill will be given on:
 - a. writing personal letters
 - b. dividing words
 - e. typing for control
 - f. use of proofreader's marks.

COMMERCIAL LAW, Period 5

I. MATERIAL COVERED:

1. The class studied Unit VIII which deals with negotiable instruments. They learned:
 - a. How negotiable instruments are made
 - b. The parties and when they are liable
 - c. How they are transferred
 - d. What comprises acceptability
 - e. What rights the holders have
 - f. How they may be dishonored
2. Several case studies bearing upon negotiable instruments were analyzed and checked for accuracy.
3. The timed draft, sight draft, and note were studied from an example of each.
4. A test covering this unit was given just after vacation.

II. PLAN FOR NEXT TWO WEEKS:

1. The class will cover parts XI and XIII which deal with the following:
 - a. The Relation of Insurer and Insured
 - b. Fire Insurance
 - c. Life Insurance
 - d. Motor vehicle insurance
 - e. Nature of Private Property
 - f. Acquiring private property
2. Case studies involving problems in each unit will be studied.
3. The class will study insurance policies, deeds, and other legal forms referred to in the units.
4. One comprehensive test over insurance will be given.

TYPING II, Period 6

I. MATERIAL COVERED:

1. Additional practice was given in envelope addressing.
2. Practice in taking dictation of letters at the typewriter was given.
3. On each Monday accuracy and speed drills were presented.
4. The class took some timed letter tests.
5. A letter-placement chart was presented for analysis and for the students to memorize.

II. PLANS FOR THE NEXT TWO WEEKS:

1. The class will have additional accuracy and speed drills and tests.
2. Several exercises of problem typing will be given requiring knowledge of grammar, spelling and typing techniques.
3. Personal letterwriting will be reviewed.
4. A unit of interoffice communication will be completed.
5. The class will complete work for their teachers.

SHORTHAND I, Period 6

I. MATERIAL COVERED:

1. Wrote parts in assignments 17, 18, 19, and 20.
2. Practiced taking dictations at 40 words per minute on materials based on the words found in Chapter III of Dictation for Beginners by Bisbee.
3. Gave dictation and transcription test based on Brief form words. Dictation was at 40 words per minute.
4. Read assignments 24, 25, and 26.
5. Studied following new forms:
 - a. diphthong i followee by another vowel.
 - b. expression of vowel combination
 - c. expression of diphthong u
 - d. omission of u and ow
 - e. termination sume
 - f. syllables per and pro
 - g. termination ble
 - h. termination ple
6. Presented words in Chapter IV from 5000 Most-Used Shorthand Forms.
7. Gave vocabulary test covering words in chapter IV.

II. PLAN FOR THE NEXT TWO WEEKS:

1. Practice taking dictation on parts in Chapter IV.
2. Read assignments 27, 28, 29, and 30.
3. Study the following new forms and rules:
 - a. termination ment
 - b. characters nt or nd
 - c. characters mt or md
 - d. ld combination
 - e. days of the week and months of the year
 - f. syllables jent-d and pent-d
 - g. syllables def-v, tive
 - h. special forms for business letters
 - i. brief forms covered in the above assignments.
4. Give Brief Form test on forms in Chapters I, II, III, and IV.

JR. BUSINESS TRAINING, Period 7

I. MATERIAL COVERED:

1. Studied cost of borrowing and figuring interest by 60-day, 6% method.
2. Cost of small loans.
3. Installment buying and figuring interest on installment buying.
4. Paying for Credit Purchases.
5. Gave test on Promissory Notes, Installment Buying, Cost of Loans, Credit Buying, Discounts and Interests.
6. Worked problems on figuring cost of loans and installment buying.

II. PLAN FOR THE NEXT TWO WEEKS:

1. Study the purpose of sharing economic risks.
2. How merchants protect themselves against losses.
3. Automobile insurance.
4. Problems on automobile insurance.
5. Other property insurances.
6. Study life insurance in general.
7. Method of sharing other economic risks.
8. Give test covering all of the above material.

CO-CURRICULAR ACTIVITIES

CO-OP:

1. Met with the Co-op Directors to discuss:
 - a. not selling food during school time
 - b. revising By-Laws
 - c. Tabulating sales for rebates
 - d. keeping stock more complete.
2. Arranged to help Senior planning committee order sweaters.
3. Instructed Treasurer to hand in financial reports to office.

HONOR SOCIETY:

1. Arranged for a meeting of all members to be held December 6.

L-4.20

QUARTERLY REPORT

June 25, 1943

By

Betty P. Beaver

COMMERCIAL DEPARTMENT

AMACHE, COLORADO

SUGGESTIONS AND TENTATIVE PLANS FOR THE SUMMER

I. Classes

1. Office Practice class for graduates

I hope to present correct office techniques, typing techniques, filing, spelling, use of words, punctuation, transcription rules, shorthand vocabulary and office writing in this course. The student must have had some previous knowledge of both shorthand and typewriting.

This class will probably be assigned to work for teachers. Later in the summer term, I intend to try to place them in office jobs on the project.

2. Office Practice class for undergraduates

In this class I shall present some of the same materials as in the other class but shall go into more detail and am setting up this class to continue during the first semester of next year.

These students will be asked (probably) to complete work for teachers.

3. Preinduction Course for the Army Clerk

This course will be set up with instruction being given on army regulations, insignia, etc. being presented one period, and army typing and filing techniques studied and practiced during the second period.

For this course each student will need a kit of army forms and regulations.

II. Outside Activities

1. Co-op

A special election will be held soon to elect officers of the co-op to handle the store during the summer session.

A party is planned for the first week after school for all those who actively helped with the Co-op this year.

2. Honor Society

A picnic is being planned to be held some time during the summer. The Charter will be framed and hung in the New Building.

3. Vocational Guidance

I intend to have several scheduled interview and to follow

through with this program during the summer - helping to
place all students that I can.

MATERIAL COVERED BY CLASSES

I. Office Practice and Transcription - (Student-Stenographers)

1. Special reports

I had each girl in class prepare and give a report gleaned from magazines, or reference books on one of the following subjects: Office Etiquette, Office Procedures, Office Helps, etc.

2. Typing Techniques

Since many of the more advanced typewriting techniques were never thoroughly learned, the class discussed and practiced the following: Tabulation, Centering, Letter Styles, Outlining, Erasing and Correcting, Symbols, Duplicating processes and cutting stencils, all types of business forms, and legal forms.

3. Special Trip

The class visited the Mimeographing Department to learn and practice those techniques.

4. Shorthand Vocabulary

Several hundred new words and phrases were presented to the group for drill and study.

5. Transcription Drill

Several transcripts were typed each week to aid them in writing and transcribing shorthand notes.

6. Special study and discussions were held on: Telephone conversations, job interviews, application letters, punctuation, business forms, legal forms, insurance, and wiring for the employer.

7. Until May 10 these students completed an average of five hours of work each week for teachers. This work included duplicating, straight typing, tabulating, filling in forms, taking dictation and writing letters, and filing. The enclosed report and evaluation forms were used.

8. After May 10 these students were assigned to either part time or full time jobs in various offices on the project - as explained on another sheet.

REPORT ON THE STUDENT STENOGRAPHERS

When school started in October, 16 girls enrolled in the Office Practice and Transcription class, which was held from 8:45 to 10:45 each day and from which each student was able to earn two credits for the entire year. Four students were graduated in February, and were placed in offices in the administrative departments.

The remaining 12 were given daily instructions four days a week, and actual work experience each Friday during class time. In addition to these two hours, each girl was asked to complete 3 to 5 hours outside of class working for various teachers to whom she was assigned.

The girls gained experience in straight copy typewriting, making master copies and completing the duplicating process, cutting stencils, filing, and in taking dictation and typing transcriptions.

After the completion of each assignments of work, the teacher filled out an evaluation sheet which aided me in giving additional training to the student stenographers.

Most of the students are able to take accurate dictation at 80 words a minute and are able to type accurately at about 50 to 60 words a minute. Their training as student stenographers for the teachers has enabled them to work out many practical problems and to gain confidence in their abilities.

During the week of May 10 to 14, I conferred with Mr. Knodel and Mr. Fanslan in the employment office as to the possibilities of locating these people in various offices, so that they might

gain actual office experience. Since one student was a junior, and another has a position, working at night and on Saturday and Sunday, in the police department doing office work, I retained these two girls in class for further training. The other ten were place in various offices.

PLACEMENT OF STUDENT-STENOGRAPHERS

All of the ten girls placed in various offices were given a B rating. The first four listed below were placed in full time jobs, while the other six were assigned to work each morning and all day on Saturdays.

1. Grace Shingu is employed as full time secretary to Miss Sara Brown in the Social Welfare Department. She has taken dictation, has done stright copy typing and has built up a file.
2. Sueko Kiguchi is working full time in the Agriculture office for Mr. Spencer, answering the telephone, taking dictation, and doing general office work.
3. Amy Nomi is now working in the Police Department as secretary to Mr. Tomlinson. She takes dictation, receives callers, and does general office work.
4. Alice Kurihara was placed in the Junior High School office working for Mr. Walther. She types letters, does duplicating, and general office work.
5. Alice Soda is working for Mr. Walther, taking dictation, filing, etc.
6. Louise Nakano is also working for Mr. Walther, taking dictation, filing, etc.
7. Fuyuko Shibata was placed in the Cashier Agent's office, as a secretary to Mr. Fanagan. She is assistant to the head secretary and largely does general office work.
8. Tsukiko Miyake is working in the Employment office, filing and typing.
9. Matsumi Mukaida is employed as a filing clerk in the Welfare office under Mr. Moore.
10. Marion Maeda was placed in Dr. Dumas's office (Elementary Principal) doing duplicating and acting as a supply clerk.

I interviewed each girl concerning the possibilities of her being relocated. One girl is waiting for a Civil Service Appointment. Another hopes to find employment in Milwaukee, and some of the others hope to find outside employment within the next year.

Each of these girls was rated by the teachers on rating sheet No. 1 by the teachers after each project. They were rated the last of May by their employers on rating sheet no. 2.

While the class was doing work for teachers, they were required to make a weekly report on the enclosed form.

MATERIAL COVERED BY CLASSES

II. Advanced Typewriting Classes

I. Review of simple typewriting techniques was presented such as:

- a. Typing symbols
- b. Centering
- c. Straight copy
- d. simple tabulation
- e. Outlining
- f. Division of words
- g. Typing of transcripts
- h. Letter styles
- i. Parts of machine and how to use

2. Each student purchased a workbook which contained business forms, letterheads, legal forms, tests, etc. Special units which taught the following techniques were presented (with the use of these forms):

- a. All styles of letters
- b. Business forms, such as statements, invoices, checks, etc.
- c. Telegrams
- d. Inter-office memoranda
- e. Legal forms
- f. Spelling
- g. Capitalization and punctuation of material to be typed.
- h. Difficult tabulations

3. Each student was taught to cut stencils and make master copies for duplicating - and how to run the duplicator.

4. After May 10, each student was assigned to a particular teacher to complete at least an average of 2 hours of work each week. During the second week each student was evaluated on the enclosed evaluation sheet. On each Monday each student made out a report of the work completed on the previous week - a copy of the report form is enclosed.

5. At least one each week ten minute tests were given to gauge the student's increase in speed.

MATERIAL COVERED BY CLASSES

III. Beginning Typewriting

This class was transferred to me from Miss Okazaki beginning April 5 - and from me to Miss Klein on May 3. During this month I presented the following material:

Word division
Speed drills
Centering of headings
Parts of the machine
Cleaning the typewriter
Changing ribbons
Correction on typed material
Spelling of words
Simple tabulation
How to set up straight copy material

Each day I would give Call-the-Throw tests, short timed tests, accuracy drills, then teach some special technique.

IV. Beginning Bookkeeping

I conducted this class until April 5 - during the second semester up to that time I presented the following material:

1. Adjusting and Closing entries
2. Depreciation - including special problems
3. Interest expense
4. Interest income
5. Several chapter quizzes and special problems and tests were given.
6. Special discussion of income tax reporting was taken up in class.
7. A study of budgeting of private and family income was made.

V. Beginning Shorthand

This class was transferred to me on May 3 - and from that time to now, I have covered the following material:

A review of Units 40 to 70 in Book II, with the class studying a Unit each day for dictation and transcription. At least once week I give them special instruction in grammar. Once each week a spelling lesson is given. I reviewed letter forms and rules for transcribing all types of material. Once each week the whole class is taken into the typewriting room for a typed transcript.

L-4.20

SEMI-MONTHLY REPORT
COMMERCIAL DEPARTMENT
December 15, 1943

Agnes Moreoka

Betty B. Tinsman

OFFICE PRACTICE, PERIODS 1, 2 & 5

I. MATERIAL COVERED:

1. The class studied Telegrams, Cablegrams and Radiograms (Chap. VIII, Secretary's Manual) and will be asked to compose some of each.
2. Another unit of study, "Aiding the Employer in Business Writing" was taken up (Chap. XIII, Secretary's Manual and Private Secretarial Practice).
 - a. Students learned to compose in business letter style, journalistic style, advertising style and to compare those with literary style.
 - b. The class were asked to compose some letters, statistical reports, and a press report.
3. Several phrases (about 100) were learned.
4. About 500 shorthand forms were given for vocabulary drill.
5. Several accuracy drills in typing were given.
6. About six to ten letters were given for transcription drill.
7. A list of 50 to 100 spelling words were given for study and usage.
8. Several hours of work were done for the teachers.

II. PLANS FOR THE NEXT TWO WEEKS:

1. A Filing project will be completed:
 - a. The students will read Chapter 4 in their Secretary's Manual and Chapters 16 and 17 in the Applied Secretarial Practice.
 - b. A list of 50 names and addresses will be given to them to be placed on cards for alphabetic placement.
 - c. Another list of 50 names and addresses will be given to them for geographic placement.
2. A Study will be made of:
 - a. Filing equipment
 - b. Filing systems
 - c. Correct filing procedures.
3. Several letters will be given to them for transcription.
4. Several hours of work will be completed for their teachers.

COMMERCIAL LAW, Period 5

Note: This class did not meet during the time I was gone.

I. Material covered:

1. The class covered Parts XI which dealt with:
 - a. The Relation of Insurer and Insured
 - b. Fire Insurance
 - c. Life Insurance
 - d. Motor vehicle Insurance.

II. Plans for the Next Two Weeks:

1. A comprehensive test was given over insurance.
2. The class completed a study of Private property, how to acquire it and how to trade or sell it.

TYPING 1-B Periods 1& 7

I. MATERIAL COVERED:

1. The class have completed Lessons 35-44
2. The students have learned how to fill in omitted letters and to do some problem typing.
3. Special improvement practice have been given for about 10 days with the use of call-of-throw drills and 5 min. tests. A chart has been kept by each student showing his program in accuracy and speed.
4. The beginning typists has been assigned to clean the typewriters.

II. PLANS FOR THE NEXT TWO WEEKS:

1. The class will cover Lessons 45-51
2. The students will compose and type a Christmas letter which they will send to some friend.
3. They will follow the personal letter style suggested in Lesson 47 and type an envelope for mailing.

TYPING 1-A, Period 4

December 15 to 31

I. MATERIAL COVERED:

1. The class covered lessons 50 to 59.
2. New techniques presented were:
 - a. addressing envelopes for personal letters.
 - b. folding and inserting letters
 - c. tabulation of material in columns
 - d. how to outline
 - e. how to set up minutes of a meeting
3. Additional drill was given on:
 - a. writing personal letters
 - b. dividing words
 - c. typing for control
 - d. use of proofreader's marks.

II. PLANS FOR THE NEXT FOR TWO WEEKS:

1. The class will cover lessons 59 through 64.
2. The class will take test on page 6 of their workbooks.
3. Several five-minutes tests will be given.
4. A roughdraft copy will be corrected and typed.
5. The class will learn how to make the equal sign and set up arithmetic problems.
6. They will complete a study of typing invitations for a club party.

BOOKKEEPING II, Period 3

I. MATERIAL COVERED

1. Completed study of chapters 11, 12, and 13.
2. Chapter quizzes on 11, 12, and 13, will be given.
3. The class completed exercises 26, 27, 28, 29, 30, and 31.

II. PLANS FOR THE NEXT TWO WEEKS:

1. The class will take a comprehensive test over chapters 11, 12, and 13.
2. They will complete the study of chapter 14 which deals with Proprietorship in a corporation.
3. The class will read stock market reports from newspapers and interpret them.
4. Exercises 32, 33, and 34 will be assigned.
5. A quiz over chapter 14 will be given.

TYPING II, Period 6

I. MATERIAL COVERED:

1. The class had additional accuracy and speed drills and tests.
2. Several exercises of problem typing were given requiring knowledge of grammar, spelling and typing techniques.
3. Personal letterwriting were reviewed.
4. A unit of interoffice communication was completed.
5. The class completed work for their teachers.

II. PLANS FOR THE NEXT TWO WEEKS:

1. The class will complete a unit on typing:
 - a. Invoices
 - b. Statements
 - c. Credit memorandums
 - d. Bills of Lading
 - e. Order letters
2. The class will complete work for their teachers.

SHORTHAND I, Period 6

MATERIALS COVERED:

1. Read assignments 28, 29, 30, 31, and 32.
2. Wrote parts of assignments read.
3. Also gave review dictations, which included forms, phrases, and Brief forms covered to date. Dictated at the rate of 40 words per minute.
4. New materials studied:
 - a. nt or nd characters
 - b. mt or md characters
 - c. jent-d, pent-d expressions
 - d. def-v, tive expressions
 - e. special forms for business letters
 - f. omission of vowel in syllables be, de, dis, mis, re
 - g. phrasing of word had

PLANS FOR NEXT TWO WEEKS:

1. Read assignments 33, 34, 35.
2. Write the above assignments
3. New materials to be presented:
 - a. forms for was not and is not
 - b. syllables, den, ten
 - c. syllables dem, tem
 - d. expression of do not by den bland
 - e. distinguishing from do not and don't
 - f. some special forms
4. Dictation test at the rate of 40 words per minute.

JR. BUSINESS TRAINING, Period 7

MATERIALS COVERED:

1. Studied and discussed:

- a. Purpose of sharing economic risks
- b. Automobile Insurance
- c. Other property insurance
- d. Life insurance
- e. Method of sharing economic risk
- f. How merchants protect themselves against losses

2. Gave test on Sharing Economic Risk

PLAN FOR THE NEXT TWO WEEKS:

1. Class will study and discuss:

- a. Planning a Saving Program
- b. Savings Accounts
- c. Governmental Aids in Saving (Bonds)
- d. Life Insurance in which the Savings element is small
- e. Life Insurance in which the savings element is large (study of different kinds of policies)
- f. Investing in a home.

CO-EDUCATIONAL ACTIVITIES

I. Co-Op

The Nominating Committee met to decide candidates for members of the Board of Directors for next year. Ballots were made and arrangements were made for an election to be held during Monday or Tuesday, December 20 or 21.

Medals to be presented to outgoing officers were ordered from The Frank Strawn Co., Denver, Colo.

II. Matters to be handled in the next two weeks:

1. The Co-op Election will take place next week.
2. At a general Co-op meeting newly elected officers will be introduced and reports of outgoing officers will be made.
3. Rebates will be paid to Co-op members.
4. Probationary Honor Society members will be given full status as members. A list of eligible candidates will be compiled for faculty consideration.
which
5. Plans will be made for an assembly/will be held to announce new members.