



Students in business classes must learn to use some of the machines that are found in business offices.

Improvements

Personal typing offered as a semester course at the senior high school level.

Notehand added as the counterpart of the senior high school typing course. Notehand is a form of shorthand designed to help the student take notes and to help him organize materials for compositions and term papers.

The opening of a cooperative retailing and business program at Groves High School.

HOME ECONOMICS

The study of home economics starts in the seventh grade. From that level until the student completes senior high school, a continuous course can be elected which includes a study of family living, foods and nutrition, clothing and sewing, and child care.

Curriculum

Home economics, grades 7, 8 and 9
 Child Study
 Clothing
 Foods
 Home Planning



Homemaking students work in unit kitchens that are replicas of those found in the home.

COMMERCIAL

The commercial curriculum serves a two-fold purpose. It makes available to all students courses such as typing, commercial law, and bookkeeping that may be helpful to them in handling personal business matters after graduation.

The second purpose is to offer students a choice of elective business subjects from which a commercial course sequence can be built. This sequence, taken in addition to basic academic subjects, prepares the student to enter a variety of beginning jobs in business and industry.

A cooperative retailing and commercial program gives students on-the-job training through part-time employment in retail stores and business offices of the community. This program is open to junior and senior boys and girls.

Curriculum

Bookkeeping
 Commercial Law
 Office Machines
 Shorthand
 Typing
 Notehand
 Retailing



Learning to take dictation requires practice. Students take turns dictating to develop speed during shorthand drill sessions.

Needs

Extension of office machines course to include office practice.

A course in general business as a preliminary course for the student who looks upon the commercial program as job training.

Greater emphasis on business arithmetic.

Addition of personal typing to the junior high school program.

Designation of a part-time system-wide chairman of the commercial departments.



Advanced students in sewing make complete ensembles to supplement their wardrobes.



It doesn't take long for the girl in home economics to learn that accurate measurement is one of the keys to success in baking.

Improvements

1961-62

Eighth grade home economics changed from a required to an elective course

Home planning added as an elective at the senior high school level

Complete revision of all course outlines, grades seven through twelve

Needs

The Citizens' Committee has recommended that all senior high school students be encouraged to elect one year of advanced home economics.

In-service courses to assist homemaking teachers in the implementation of the recent revision of home economics courses.

Employment of a vocationally trained teacher as a system-wide chairman of the home economics department.