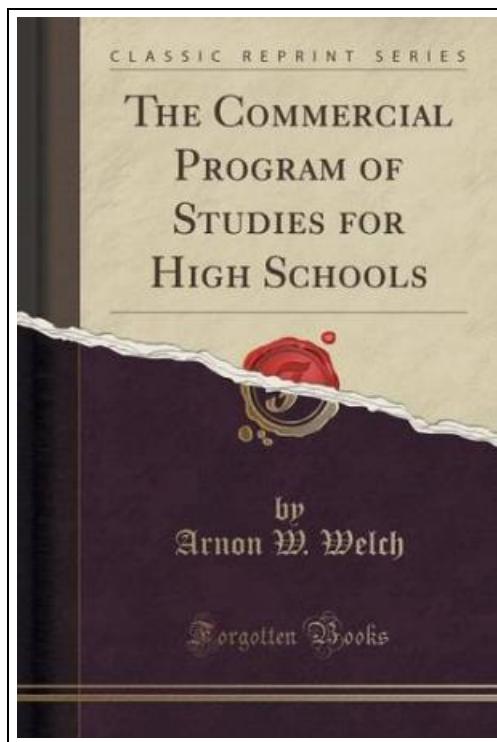


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Forgotten Books, United States, 2015. Paperback. Book Condition: New. 229 x 152 mm. Language: English . Brand New Book ***** Print on Demand *****. Excerpt from The Commercial Program of Studies for High Schools Throughout the entire civilized world records and correspondence are coexistent with commercial transactions and are used in various ways other than commercial. In fact, the time has arrived when instruction in keeping simple accounts, the general principles of business and the use of the typewriter should be a part of the education of every boy and girl, and comparatively few there are who enter commercial life who, at some point in their career, will not find shorthand useful in their progress, if not, indeed, all their lives. The use of these subjects is universal; instruction in them should be equally universal. Place of Subjects in Curriculum Four Year - High School General Subjects The place of general subjects in the commercial program of studies will be determined by their place in other programs of the school. General Commercial Subjects In some schools commercial geography is given in the second year and in others in the first year. It is the writer's opinion that this subject should be broken up into two courses, giving elementary economic geography in the first year and transportation and markets in the second year. A large amount of laboratory work should be given in these courses. Commercial arithmetic is usually given in the first or second year. It is well also to give some advance commercial arithmetic and review in the senior year. Commercial law may be given profitably either in the junior or senior year, likewise business organization and administration, and credits and collections. However, it is preferable to have commercial law precede and credits and collections. Technical Commercial Subjects Typewriting...

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