

Business Education Department



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Faculty and Course Offerings
Central High School

For Information Call 226-7102
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Do you know what you want to be? The Business Education Department at Central High School offers these suggestions as you select your courses so that you can really be prepared to be what you want to be.

College Preparatory

- 9 5100 Career Education
- 10-11 5210 Basic Typing
- 5220 Typing Letters
- 5230 Typing Manuscripts
- 12 5860 Stenoscript

In addition take all the typing and skill subjects of bookkeeping, business machines, and shorthand that can be scheduled. Often these skills provide means of financing higher education.

General Office Worker

- 9 5100 Career Education
- 9 5360 Record Keeping I
- 9 5370 Record Keeping II
- 9 5460 Personality Development
- 10 5130 Consumer Economics
- 10-12 5330 Consumer and Personal Finance
- 5210 Basic Typing
- 5220 Typing Letters
- 5660 Business Machines
- 5710 Office Skills
- 5490 Success Unlimited
- 5820 Job Preparation
- 5901 VOT

Plus all the additional business courses you can schedule.

Bookkeeper

- 9 5100 Career Education
- 5460 Personality Development
- 10 5130 Consumer Economics
- 10-12 5330 Consumer and Personal Finance
- 5310 Bookkeeping I
- 5321 Bookkeeping II
- 5322 Bookkeeping III
- 5210 Basic Typing
- 5220 Typing Letters
- 5240 Typing Business Forms
- 5660 Business Machines
- 5340 Introduction to Data Processing
- 5750 Business Law
- 5790 Business Management
- 5820 Job Preparation
- 5901 VOT

Plus all the additional business courses you can schedule.

Secretary

- 9 5100 Career Education
- 5460 Personality Development
- 10 5130 Consumer Economics
- 10-12 5330 Consumer and Personal Finance
- 5210 Basic Typing
- 5220 Typing Letters
- 5230 Typing Manuscripts
- 5410 Business English
- 5271 Honors Typing
- 5310 Bookkeeping I
- 5321 Bookkeeping II
- 5322 Bookkeeping III
- 5510 Shorthand I
- 5520 Shorthand II
- 5530 Shorthand III
- 5660 Business Machines
- 5710 Office Skills
- 5240 Typing Business Forms
- 5250 Professional Typing
- 5540 Shorthand IV
- 5550 Shorthand V
- 5560 Shorthand VI
- 5810 Secretarial Practice
- 5820 Job Preparation
- 5901 VOT

Data Processing

- 9 5100 Career Education
- 5460 Personality Development
- 10 5130 Consumer Economics
- 10-12 5330 Consumer and Personal Finance
- 5210 Basic Typing
- 5220 Typing Business Letters
- 5230 Typing Manuscripts
- 5240 Typing Business Forms
- 5250 Professional Typing
- 5360 Record Keeping I
- 5370 Record Keeping II
- or
- 5310 Bookkeeping I
- 5321 Bookkeeping II
- 5322 Bookkeeping III
- 5340 Introduction to Data Processing
- 5660 Business Machines
- 5810 Secretarial Practice
- 5790 Business Management
- 5750 Business Law
- 5820 Job Preparation
- 5901 VOT

If you are still exploring

- 5100 Career Education
- 5360 Record Keeping I
- 5370 Record Keeping II
- 10 5130 Consumer Economics
- 5210 Basic Typing
- 5220 Typing Letters
- 5230 Typing Manuscripts
- 5460 Personality Development
- 5330 Consumer and Personal Finance
- 11 5660 Business Machines
- 12 5710 Office Skills
- 5610 Business Mathematics
- 5750 Business Law
- 5790 Business Management
- 5820 Job Placement