

PREPARING FOR A FUTURE

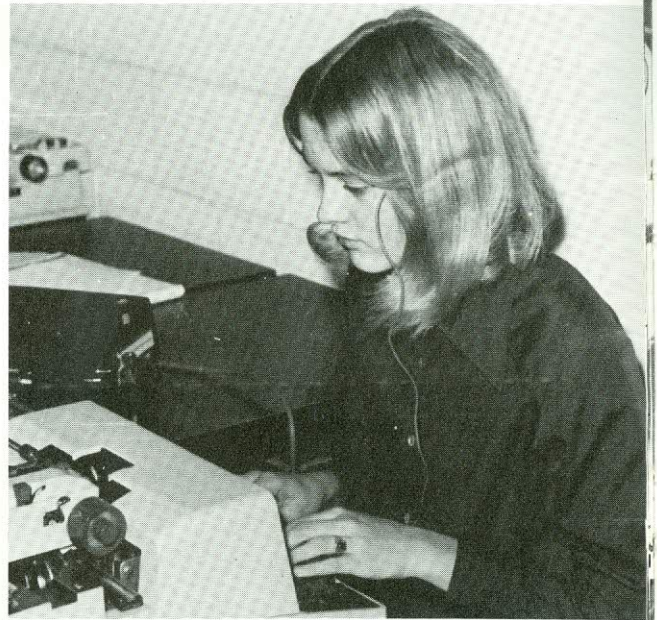
Typewriter keys clicked, adding machines chattered and filing techniques were learned as part of the many business skills needed for secretarial work as well as personal use.

Students in typing class actually worked as employees and made executive decisions for a successful cake company.

A representative from Indiana Central Business College came to talk about enrolling and possible opportunities a business career offers.



Office practice was a new subject on the curriculum this year.



Senior Rhonda Lieske practices taking dictation in office practice.