

# Taking Care of Business — At School

**F**or most students, coming to school was not at the top of the list of favorite activities. Yet for many students, school was a training center for future business careers. Keyboarding I, an entry-level course that concentrated on personal typing skills, was the prerequisite to Keyboarding Applications. The student enrolled in Keyboarding Applications learned how to format resumes, business letters, and memos, in preparation for an entry-level position as a clerk, typist, or computer operator.

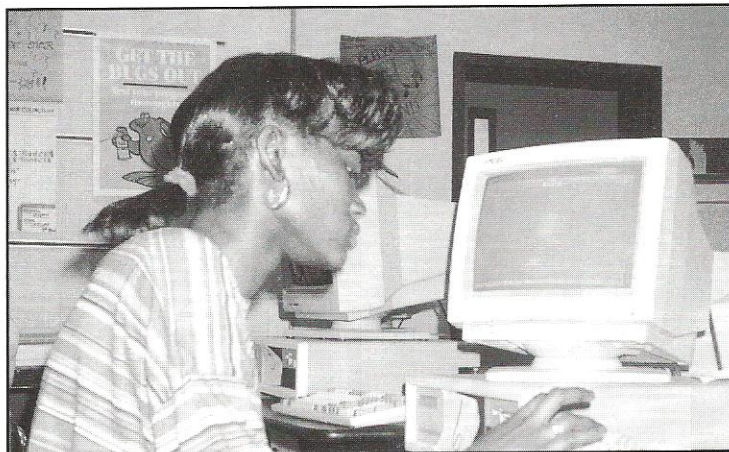
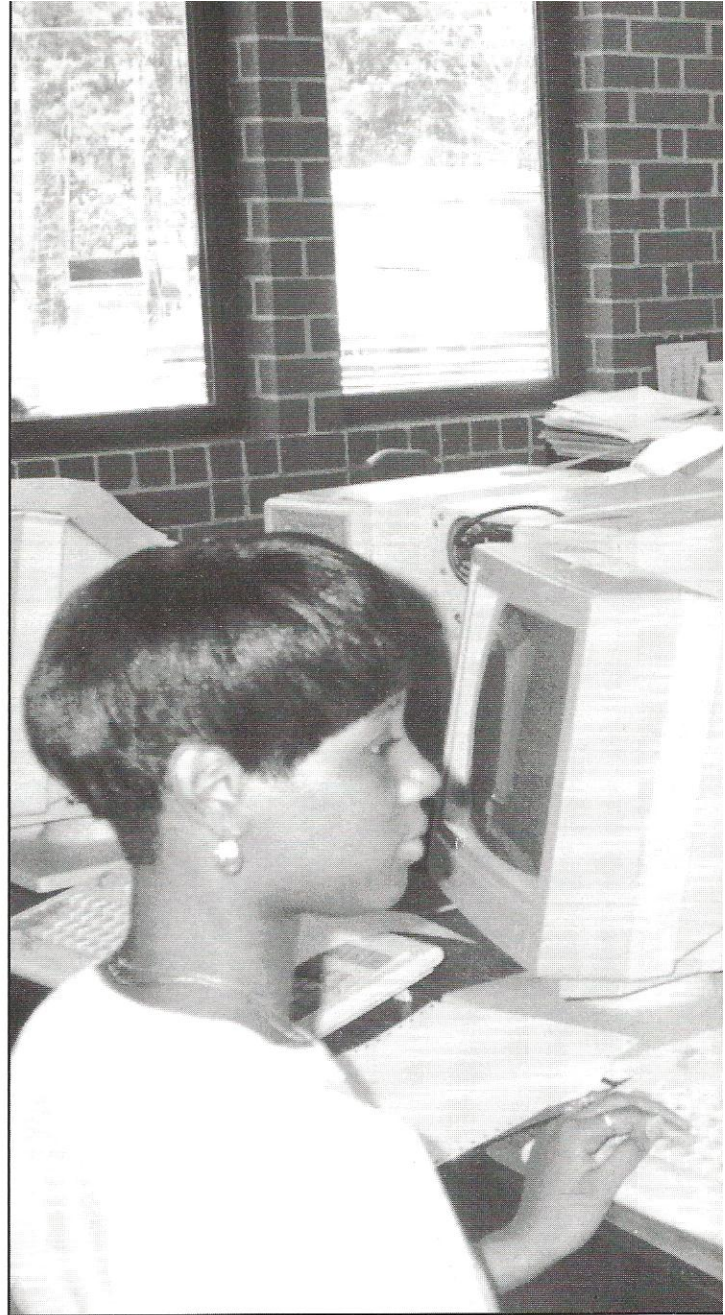
"I think that everyone should take Keyboarding I," said Jenny Sarvis, who took the class second semester. "It will not only help in typing college essays and term papers, but it will also prove beneficial in almost all professional jobs."

Business Law was a course in which the student studied legal relationships in business. It was designed for students who plan to major in business law or criminal justice.

Other business classes offered were Introduction to Business, Selling, Marketing and Merchandising, and Marketing Management, which were all job preparatory.

"It's fun being in a class like retail marketing because it is preparing me for a job in this field," said senior Manuug Thomas. "Just in case my present career goals don't materialize, I'll always have the training I received in marketing to fall back on."

— Dawn Bowman



**One-handed Typist.** Typing with one hand, Lakeisha Thomas does an assignment for Mrs. Karen Farrell's Computer Science class. In that class, students wrote programs and learned computer history.

**On Your Mark, Get Set!** Computer Science student Charlie Frazier begins his daily warm-ups. The purpose of these warm-ups was to get the students acquainted with the keyboard.

