

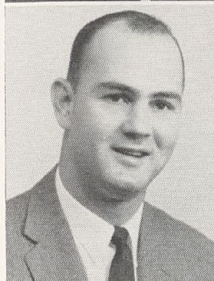
Business Students Made Employable

The business education department of Hughes offers courses which prepare students well for the future. Besides two courses of typing, shorthand and bookkeeping, the prospective businessman may take secretarial practice. In this course the student learns the basic office procedures and the operation of various business machines. In his senior year a pupil may take merchandising, which gives him valuable experience in department stores. Personal typing is tailor-made for the college-bound student. Given every other day, this subject teaches just the fundamentals, which will be useful in furthering the students' education. Hughes graduates fill many responsible positions in Cincinnati business offices.

In checking the balance sheet, Margaret Adcox and Fred Miller agree that an adding machine helps tabulate long columns of figures in bookkeeping.



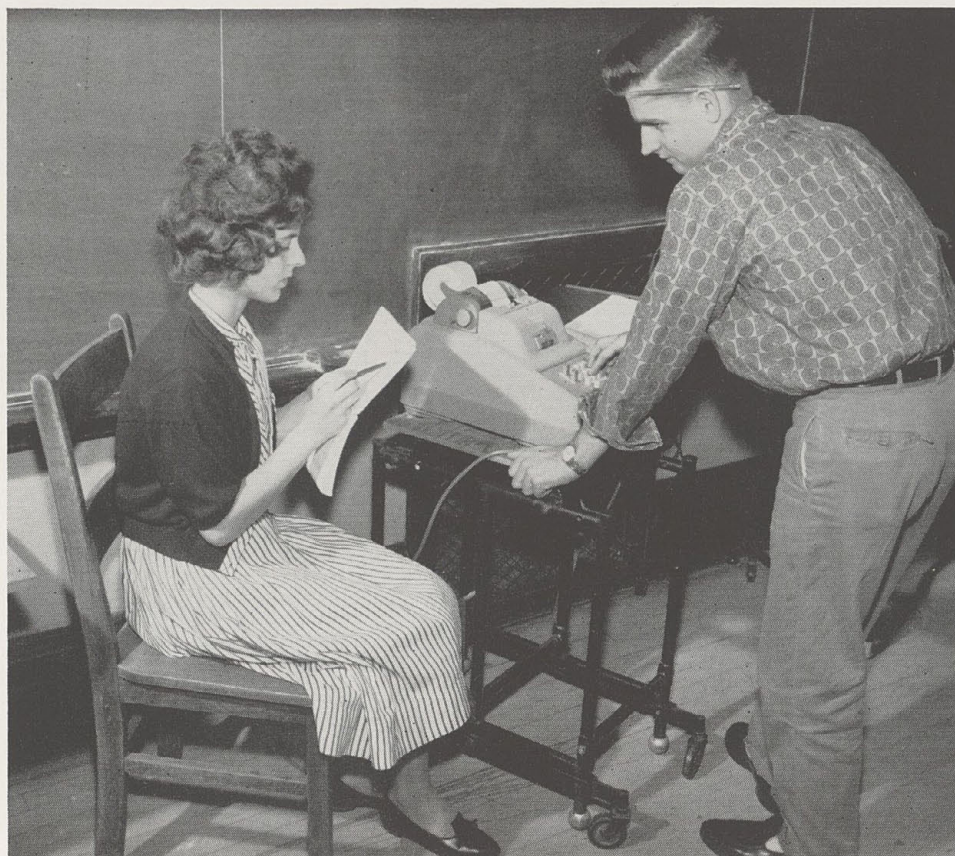
Charles Geraci
Business Club



William Hall



Lelia Harris



Sarah Levine
Head of Department



Paul Ritchie



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Frances Skinner



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