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Recommended Citation

University of Montana–Missoula. Office of University Relations, "Business Administration and Education Schools at University of Montana offer several special courses during summer session" (1967). *University of Montana News Releases, 1928, 1956-present*. 2521.

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NEWS

FROM

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April 17, 1967

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4-17-67
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BUSINESS ADMINISTRATION AND EDUCATION SCHOOLS AT UM OFFER SEVERAL SPECIAL COURSES DURING SUMMER SESSION

Four visiting specialists in business education will instruct in a series of one-week intensive sessions combining teaching and business skills during the first half session of Summer Quarter at the University of Montana.

In addition to the series of special one-week courses, each of which will be worth 2 graduate or undergraduate credits, the schools of business administration and education will offer a three-credit, one-month course during the first half session.

In order to qualify for entrance into the one-week courses, the prospective student must have a major or minor in business administration, teaching experience in business subjects or consent of instructor.

The first of the special courses, which will be offered June 19-23, will be Problems in Teaching Bookkeeping instructed by Dr. Lewis D. Boynton. He is chairman of the Business Education Department at Central Connecticut College, author of "Methods of Teaching Bookkeeping" and senior author of "20th Century Bookkeeping and Accounting."

Dr. Allien R. Russon, professor of management and supervisor of business education and the Office Administration Division at the University of Utah, will teach the second week's course, Problems in Teaching Typewriting. Dr. Russon is the author of "Business Behavior" and co-author of "Philosophy and Psychology of Teaching Typewriting" and "Office Administration and Procedures."

The third special offering, Problems in Teaching Vocational Office Education, will be taught by Lyle Brenna during a four-day period commencing July 5. Mr. Brenna is an assistant professor in the Department of Business Education at Southern Colorado College in Pueblo. He was, for 11 years, Idaho State supervisor of Business and Distributive Education.

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Dr. Robert L. Grubbs will instruct the final one-week special course, Problems in Teaching Shorthand and Transcription, beginning July 10. Dr. Grubbs is vice president of the Robert Morris Junior College in Pittsburgh, Penn., and has taught business subjects in high schools, the army, Pennsylvania Technical Institute and the University of Pittsburgh. He is the author of several texts on business education and a contributor to professional publications.

The one-month graduate level course during the first half session will be taught by Miss Alvild Martinson, acting head of business administration at UM. Enrollment will be limited in the course, Improvement of Instruction in Office Machines Practice. Prerequisites are a typing speed of 45 words per minute, completion of a college-level course in secretarial practice, teaching experience or consent of instructor.

In addition to the special courses, the school of business administration is offering 9 three and four credit courses during the two month summer school.

Information on fees, accommodations in Missoula and registration may be obtained by writing Miss Martinson, The School of Business Administration, University of Montana, Missoula, 59801.