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MSU Unit Courses in Business Education

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FOR RELEASE SUNDAY, JUNE 5, 1960

Demonstration and discussion of a new system of abbreviated writing, Gregg Notehand, will be featured in the course in problems in teaching shorthand and transcription to be given at Montana State University from June 27 through July 1.

The course is one of three units of intensive work in business education offered in the 15th summer program in business education directed by Mrs. Brenda F. Wilson, professor of business administration. It will be conducted by Mrs. Madeline S. Strong, educational director of Gregg Publishing Co.

Other business educators participating in the program are Dr. D. D. Lessenberry, chairman and professor of business education, University of Pittsburgh, who will give the first week of the course in methods of teaching typewriting, June 20 through June 24; and Miss Lois Corbeil and Frank A. Grant, specialists for A. B. Dick Co. of Chicago and San Francisco, who will give instruction and demonstrations of the latest duplicating processes from 8 a.m. to noon July 5 through July 8. Other unit courses are scheduled from 1 to 4:20 p.m., Mrs. Wilson said.

Graduate or undergraduate credits will be given in these as well as in numerous other business courses, Mrs. Wilson said. Teachers may register for from one to five weeks for from two to nine credits and may earn two credits each week, she explained.

Mrs. Strong's demonstration of Gregg Notehand will be of interest to teachers and their administrators who are considering incorporating the subject into the curriculum, apart from regular shorthand classes, Mrs. Wilson said. It will also be useful to students, professional persons and anyone else who needs an abbreviated method of taking notes at lectures or conferences, she added. Mrs. Strong will also discuss the teaching of shorthand by means of television, a project she has been directing (more)
in New York for the last two years.

Miss Corbell and Grant will demonstrate duplicating processes for businessmen, journalism majors, business teachers and others who might be responsible for reproducing different types of publications, Mrs. Wilson said. Actual practice will be given all registrants on the following machines: Mimeograph and fluid duplicators, July 5, 6 and 7, and offset-type duplicating machines, July 7 and 8.

Other special courses of interest to teachers and office workers are office management, from June 14 through July 15, and a demonstration class in typewriting taught to high school sophomores. These courses are taught by Mrs. Margaret Swanson, assistant professor of business administration.

Miss Alvilda Martinson, assistant professor of business administration, will present a two-weeks course in improvement of instruction in office machines practice from 1 to 4:20 daily from July 5 through July 15. The rotation plan with actual practice on most of the newest calculating, dictating and transcribing machines will be used.

"This year's visiting staff is outstanding," Mrs. Wilson commented. Dr. Lessenberry was one of the first recipients of the John Robert Gregg Award for outstanding contributions to business education, and he is the author of many widely used textbooks and a consultant at professional meetings, she noted.

Mrs. Strongy has written a number of shorthand and secretarial texts, has appeared on national business education programs and has lectured at most of the universities in this country and in Puerto Rico and Hawaii, according to Mrs. Wilson.