

# Office Practice Added To Nyssa High School Curriculum

## Students Get Experience In Using Office Equip.



Peter Stephen, a freshman vocational agriculture student, is learning the technique of arc welding.

Office Practice is one of the new classes introduced at the start of the second semester. The course includes work in filing, adding and printing calculator techniques, voice writing machine, typing of common office forms, typing spirit masters and stencils, as well as duplicating and telephoning techniques.

In order to offer this course, the business department has acquired several pieces of new equipment. These include folding doors to divide the typing room, a printing calculator, two adding machines, a dupli-

cator, office style chairs and desks, filing cabinets, IBM and Adler electric typewriters. Mountain Bell Telephone Co. of Boise, as a service to the school, furnished a teletrainer. This unit consists of two telephones and a control unit. Since several Adrian students are enrolled, that school has furnished two adding machines and an IBM typewriter.

Mr. Dale Schraufnagel, office practice instructor stated that the purpose of the class is to provide students with saleable skills which will enable them to obtain entry level employment in the field of business.



Transcribing letters as part of a class project are Carla Hust and Milly Shaw. Chris Stephen is pictured in the background. Two IBM transcribers with programs are an integral part of the Office Practice class. Besides gaining typing and listening skills, students must practice good spelling and punctuation in this office activity.



George Fanning is currently serving as vocational coordinator for Nyssa High School.

Besides accepting this responsibility, Fanning instructs industrial arts on several levels as well as drafting.

## Elaine Undorf Teaches NHS Typing I Classes

Entering Nyssa High's teaching staff this second semester, Mrs. Elaine Undorf teaches NHS Typing I classes during the afternoon hours. Mrs. Undorf replaced Dale Schraufnagel who is teaching an Office Practice class 5th and 6th periods. Mrs. Undorf was born in Bemidji, Minnesota, which is near the Canadian border. She attended schools in Bemidji, graduating from Bemidji State with a major in Business Education.

Before coming to Nyssa, Mrs. Undorf taught Art at Ashland High School in Oregon for one year and speech and English at Adrian High School for one year. She has also substituted in various schools in western Oregon.

Mrs. Undorf's husband has taught school in past years and is presently employed by Ore-Ida. The Undorf's have two girls, ages three and eight. In her spare time, Mrs. Undorf enjoys waterskiing, swimming and sewing.

The disadvantage in being at the school for just two hours or so each day is that I don't really get to know the entire school functions or all the other faculty members. The students that I do know are great!

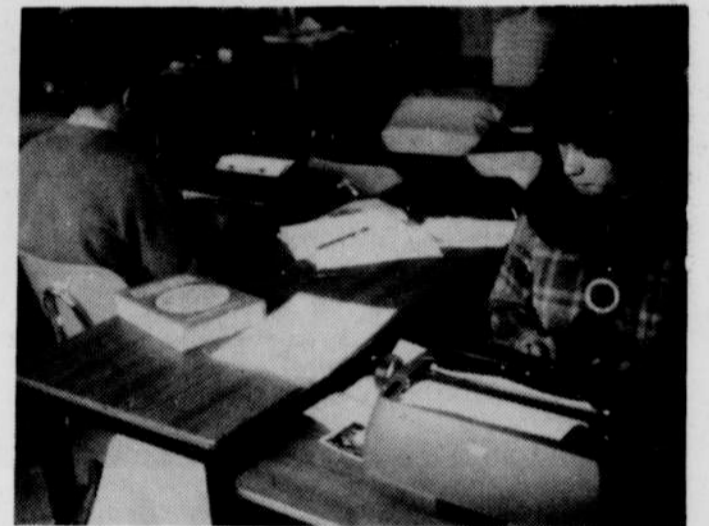
have sincerely enjoyed working with my two Typing I classes."



Mrs. Undorf states that she enjoys country living and currently makes her residence in Adrian.



Gaining skills on the ten-key adding machine and printing calculator are Tina Call and Raymond Lowe. These office machines furnished by both Adrian and Nyssa High Schools make up a portion of the office occupations cluster.



Ken Schilling and Margaret Nungaray are typing on the IBM Selectric typewriters in the Office Practice laboratory. Students obtain practice on a variety of typewriters including Olympia, Adler and IBM machines.



Building a comfort station for the city park is (l to r) Rick Myers, Gene Cruson, Cruz Granadas, Richard Bunn and Kyle Lassiter. All are students in the new building trades class.

## Vocational Classes- Building Trades, Farm Mechanics,

This semester NHS began offering several new vocational classes to Adrian and Nyssa students. One of them is the Building Trades class taught by William Hood.

Purpose of the Building Trades class is to teach saleable skills by doing.

Besides completing a typing lab partition for the school, the class is currently working on a project for the Nyssa city park which includes a comfort station, foot bridge and a retaining wall. Among the anticipated projects for next year's students is the construction of a house.

Objectives of this building trades class is to train students in such a fashion that the knowledge applied can start them in one of the building trades areas and to familiarize students with the real world of the future this will result in a serious shortage of available experienced carpenters because few are being currently trained.

When asked what a student is capable of doing after have taken this kind of building trades course, Hood stated, "Obviously, we can not expect to develop a full-fledge carpenter, but we can and do teach the fundamentals and rudements. This gives the student the opportunity to succeed or fail or to gain or lose interest in carpentry."

Expressing his views on the need for vocational education in building trades, Hood also said

that 60-70% of the high school graduates do not attend college. Thus, these saleable skills are very important. The average age in the United States of a carpenter is 56 years old. In

## Bill Hood Instructs Carpentry

Teaching one of the NHS's new vocational classes this semester is William W. Hood, the building trades instructor.

Hood graduated from Saint Cloud, Minnesota, and continued his education at Southern State College in Springfield, South Dakota, where he received his Bachelor's Degree. He also attended the University of Idaho and Boise State College.

Besides teaching in Alberta, Canada (1960-62) and in Nampa, Idaho (1966-70), where he instructed Industrial Arts classes to junior and senior high school students, Hood had other work experiences in housing projects in Issaquah, Washington, constructing dams in Montana and Idaho, building bridges in various parts in Idaho as well as miscellaneous commercial units.

As for hobbies, Hood is currently getting involved in a life long ambition--he is building a 21' long sailboat.

When asked to comment on the NHS students, William Hood stated, "The students here at NHS are really splendid people to work with. The character of the majority is certainly a favorable reflection on the parents and the community."

## Bauman Joins Cluster As Mechanics Instructor

Larry Bauman, NHS graduate, has returned to Nyssa High School as a teacher for the newly formed farm mechanics class. Bauman has been employed with Bauman Incorporated for 15 years.

"To give a basic knowledge of farm tractors so students will know how to maintain and do minor repairs is the purpose of this class," stated Bauman.

Bauman's class projects consists of overhauling three engines with a goal of seeing them run, and to repair a tractor transmission.

When asked to comment on the need for this type of vocational program Bauman replied, "Qualified mechanics in the U.S. today are in demand. As our population grows, there will be an increasing need for them. With this basic type of

vocational training students may specialize in any one of several mechanical fields. Our education in the past has been geared to men getting degrees and we have fallen very short in training people to be more employable. After successfully completing this mechanics class, a student is capable of maintaining a tractor, identifying tools and to be able to do minor overhaul work. The student also becomes more employable because of the knowledge he has gained.

Commenting on the students of the mechanic class, Bauman said, "I have enjoyed the students and feel they are understanding the equipment very well. Also they are learning how to use shop tools and we have all had fun learning together."

Gary Kurtz, Curt Fewkes and Alan Atagi are shown in the process of taking the engine out of a tractor to overhaul it.

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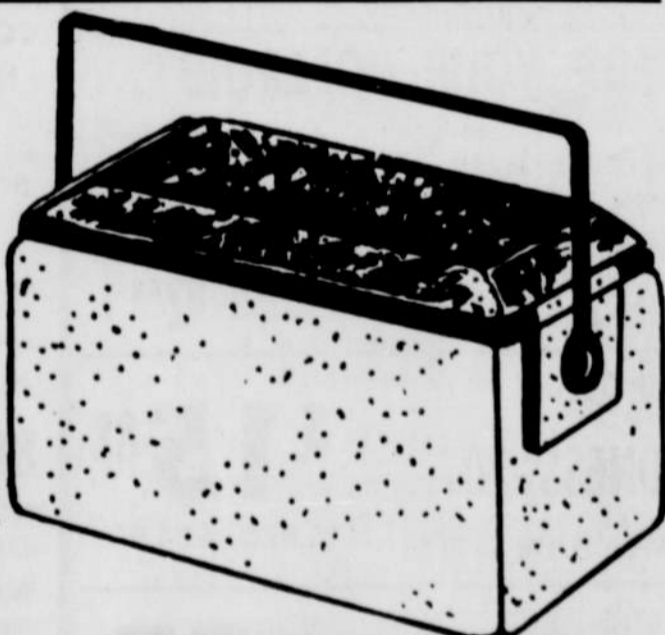
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