

UNIVERSITY OF HAWAII

Monthly Report for September 1973

Name: Iweo Kumabe

Area: Business Education

Problems

- 1. Teacher shortage in the business department at Pa Ngum Schools (see July report).
- 2. English typewriters for Luang Prabang have not yet arrived from Bangkok.

Activities/Accomplishments

- 1. Textbook production
 - a. Secretarial Handbook typed and proofread. Illustrations to be added.
 - b. Business Mathematics accepted for printing.
 - c. Ten Key Adding Machine edited and revised. Nearly ready to be submitted.
 - d. ~~Books:~~ Economics, Office Practice, Business Correspondence.
- 2. Sent two typewriters to Pa Ngum (English and Lao).
- 3. Sent 79 boxes of textbooks to Luang Prabang.

Cooperative Activities

Discussion with Lao business teachers about the textbooks which they have begun to write. Books are: Applied Economics and Business Correspondence.

Recommendations

- 1. Begin instruction in Lao (Lao) after school hours for school office workers and teachers after school hours in October or November.
- 2. Increase the number of teacher training candidates for business subject instruction at the Pa Ngum Schools.

September 23, 1973

To : Dr. Robert W. Martin, Chief of Party, HH team

From : Iwas Kunabe, Business Education Advisor

Subject: Office Practice Workshop for 2 High Schools

Activity Data:

1. Date of workshop: Sept 16 - 27, 1973
2. Length: Two weeks
3. Participants: All business teachers of 2 High Schools - total: 7.

Problems Encountered:

No significant problems were encountered except for inconveniences caused by the delay in the processing of the Activity Files.

Cooperative Activities:

1. Some of the teachers conducted the workshop on the last day.
2. USAID Commissary, Accounting Office, Data Processing Office and the SHD Warehouse complex at 80-6 contributed to make our field trip most interesting and worthwhile. Personal escorted tours were conducted to inform and show us the extent of their activities.

Significant Accomplishments:

Through discussion and doing the participants covered the following units during the workshop:

1. Office equipment maintenance.
2. Typing techniques and spacing.
3. Alphabetic filing.
4. Mimeograph duplicating: stencil typing, using of the stylus, mimeoscapes and machine operation.
5. Hectograph duplicating: stencil typing and machine operation.
6. How to handle office visitors.
7. How to answer and make telephone calls.
8. Parts of the business letter.
9. Typing business letters.
10. Field trip to Commissary, accounting office, data processing office, and the SHD supply warehouse.

Participants acquired information and teaching techniques on the presentation of the various units.

Greater rapport was established between business teachers at the various schools and the business education advisor.

September 23, 1973

To : Dr. Robert M. Martin, Chief of Party, UN Team

From : Iwao Kimabe, Business Education Advisor

Subject: Library Workshop for 28 Ugandan Schools

Activity Data:

1. Date of workshop: July 2 - 23, 1973
2. Length: Two weeks
3. Participants:
 - a. Two participants from each of 14 Ugandan schools (Luwero Prisons, Mientiane, Phons Hong), and one from Savannakhet.
 - b. Six participants from UNI.

Problems Encountered:

Delay in the processing of the Activity Plan resulted in some inconveniences and lost time.

Cooperative Activities:

1. UNI (Teacher Training) sent 6 participants to the workshop. They contributed in the discussions and activities.
2. Mr. Prachit, director of the National Library of Laos, and other librarians there conducted the workshop daily.

Significant Accomplishments:

The participants were taught the steps and basic functions of a small library and its operational procedures.

Significant activities covered by discussion, demonstration and doing, were:

1. How to classify printed materials.
2. How to identify books and other printed materials.
3. How to arrange books, magazines and other publications in the library.
4. Where and how to place date slips and pockets on the books and other materials to be loaned.
5. How to check out books and other materials.
6. How to make a card catalog.
7. How to arrange a library.
8. How to operate, manage and maintain a small library.

Evaluation and Follow-up:

1. Visit the libraries a few months after school begins.
2. Conduct another follow-up workshop for a week during the Christmas