

UNIVERSITY OF HAWAII

Monthly Report for July, 1973

Name: Iwao Kumabe

Area: Business Education

Problems

1. English typewriters for Luang Prabang

The English typewriters this coming school year for Luang Prabang have not yet arrived. We hope that either the surplus or new typewriters will be here some time in September before school opens.

2. Teacher shortage in the business department at the Fa Ngum Schools

Unless the present indications show otherwise, there will be a definite shortage of teachers at the Fa Ngum Schools come the first day of school in October. To my knowledge four business teachers were slated to return; however, only two have been here in Vientiane and one of them returned to Thailand only after about two weeks in Laos last May.

At the end of the last school year (June 1973), the business teacher situation was as follows:

Luang Prabang: one teacher (10 grader)

Phone Hong: one teacher (2 year college)

Savannakhet: one teacher (10 grader)

Vientiane: one full-time teacher (College graduate)
2 part-time teachers (college graduates)

In my last monthly report I wrote, "Personnel needs for the Fa Ngum schools are under the complete administration of the Ministry; nonetheless, as the business advisor, there is great anxiety over the situation for the next school year."

At present I still feel the same.

Activities/Accomplishments

1. Textbook Production

- a. Secretarial Handbook - To be proofread and illustrations drawn and added.
- b. Business Mathematics - Ready to be submitted to MOE in a few days.
- c. Office Practice - Three chapters written and translated. Same as last month.
- d. Economics - Book started.
- e. Ten-Key Adding Machine - Edited and revised. Must be proofread.

- s. August 10 - 20 - took a vacation with family and visited Hongkong, Taipei and Bangkok.

Recommendations

1. Conduct teaching methods workshop in business education for a week during the Christmas vacation on How to teach typing and other business courses.
2. Conduct a library workshop as a follow-up during the Christmas vacation.
3. After-school instruction in Lao and English typing for teachers and office personnel at the Fa Ngum Schools. Each school to conduct its own classes. Later conduct classes for "outsiders." Reasonable fees to be charged.

Supplementary report: Curriculum Center

Activities/Accomplishments

1. All workers--typists, translators, writers, and others, were paid after two and half months.
2. Curriculum advisors met and formulated
 - a. Procedure for textbook production.
 - b. Payment scale for all types of services rendered in textbook production.
 - c. Payment procedure for services rendered and set payment dates.
 - d. Recording expenditures and keeping up-to-date monthly running balance of the kip fund in textbook publication.
3. A meeting was held on the assignment and allocation of the various rooms for the various areas in the new Curriculum building which is nearly completed.

Comments:

Textbook production at the Center is progressing very smoothly in all areas. The advisors and their Lao workers are working closely and effectively. Conditions are not as favorable as we would like it to be because of the construction of the Fa Ngum School office; but the work is being accomplished due to the enthusiasm of the advisors and their workers.