



IT ALL ADDS UP — Members of TOPS, a pilot program which will take its place in the curriculum this fall at Farmington high schools, improve their dexterity on the adding machine. Norma Robbins (at left) on the 10-key and

Karen Wilson on the full-key will in due course get a complete over-view of business practices in Harrison's total office procedures system. (Evert photo)

Office Learning Trial Ends With Success

FARMINGTON Office-oriented students are putting their skills to work in the pilot TOPS program at Farmington public school's high schools. Currently on an experimental basis, the "total office procedures system" will become part of the business curriculum this fall.

Set up under the vocational division of the Michigan Department of Education and mandated by the Vocational Act of 1963, the program's guidelines make it possible for the local school district to receive reimbursement from the state for the advanced vocational subjects taught and for purchase of needed equipment.

THE HARRISON High course, for example, is set up in a two-period time block with each member being trained for a specific office job of his choice. Categories are selected from the federal

government's "Dictionary of Occupational Titles."

To qualify as participants, students with one year's typing experience must fill out applications just as they would in a normal job-seeking situation and are then interviewed to determine career choice.

This approach to preparing students for actual office procedures is expected to gear itself to individualized and group instruction, while, at the same time, giving each person a more comprehensive idea of total procedures in an actual office situation.

DURING THE last two months of this school year, a model office patterned after a bank will be set up in the classroom. Students will apply for ten available positions including an office manager, secretaries, stenographers, and clerk-typists.

After completing an application form, each student will take employment tests and be interviewed for a position. Each will be selected on his qualifications for the position and will work in the model office for 20 days during which time complete cycles of work will be handled.

The TOPS program will continue on an experimental basis in the fall of 1971 at Harrison for senior students only. It will be taught by a team of teachers consisting of Mrs. Dorothy Lindquist, Mrs. Joan Jarno, and Mrs. Marcella Rose who are vocationally certified, each having a minimum of 4,000 hours of business experience related to their areas of teaching.

THIS PROGRAM is designed to prepare students for gainful employment following graduation from high school. The U.S. Department of Labor projections indicate the need for business machine operators will increase

in the immediate future by 106 per cent. Stenographer-typist needs will increase 29 per cent, accountants 26 per cent and bookkeepers 21 per cent.

College-bound students are accepted into the program because office skills are useful in helping to pay their way through school. But, according to Earl Baumunk, director of vocational education who has been advocating just such a program for the past five years, it is highly desirable that every high school graduate be equipped with some marketable skill.

"It is essential," he commented, "that the flow of untrained and unprepared into the labor market be stopped." Statistics indicate that only 45 per cent of Farmington graduates who enter college remain to collect a degree.

SIMILAR programs are being developed at North Farmington High

Landscaping Expert Speaks

FARMINGTON One of the designers of the landscaping at Northland Shopping Center will appear before the Farmington Township Beautification Committee for an open meeting on Wednesday, April 21, beginning at 8 p.m. in the township hall.

Richard Macias, a member of the landscape firm of Johnson, Johnson & Roy of Ann Arbor will present a slide lecture on "Landscaping Larger Areas."

MARCAS, a registered landscape architect, has bachelors and masters degrees in landscape architecture from University of Michigan.

He has been associated with Eichstedt and Johnson, the firm which designed the landscaping at Northland Shopping Center and with the Division of Campus Development at University of Illinois in Urbana.

"This is an unusual opportunity to get advice from a member of one of the foremost landscaping firms in the country," says Mrs. Frank Strye, chairman of the beautification committee.

MARCAS'S lecture will include information on landscaping shopping centers, parking lots and other large areas.

There will be many pertinent ideas homeowners can translate for use in his own yard, Mrs. Strye adds.

The beautification committee invites all area residents to attend the meeting. The

program will be followed by a short business meeting.

County Hosted

FARMINGTON The three senior citizen groups in Farmington were recently hosts for the first time of the Oakland County Council of Senior Citizens.

The county council, which consists of 25 groups, met with the Farmington seniors in the social room of the First United Methodist Church of Farmington.

The three local groups represented were: Senior Citizens Social Club and the Drop-In Center, both which meet in the Farmington Masonic Temple, and the Pioneer Golden Age Club which meets in St. Alexander Catholic Church.

Representing the council was its president, Robert Accorsi. Entertainment was furnished by the Twelvesones, an all-girl chorus from Farmington Senior High School. Refreshments were served.

Among the guests of honor were: the Rev. Hugh C. White; Earl Teepees, Farmington Township supervisor; and Wilbur Brotherton, City of Farmington mayor.



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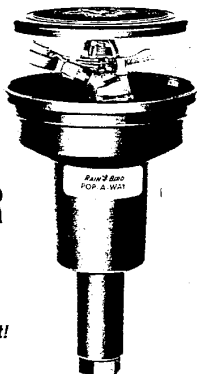
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