

PRACTICE OFFICE - RIDEAU DISTRICT HIGH SCHOOL
A Practical Application in Business Procedures

The aim of the Business Department at Rideau District High School is to graduate students who are not only well trained in the basic skills needed in business, but to be responsible and mature. As a result, the students are encouraged to demonstrate their abilities in these directions.

The Practice Office serves as a training centre for Grade 11 and 12 students enrolled in the senior Business Procedures course. Each student is required to spend one full school day per month in this office as part of his/her course. The qualities stressed are: good office habits, neatness, courtesy, dependability, accuracy, promptness and industry. Work in our practice office is done for both the teachers and students. The work includes type-writing the material, checking it, mimeographing it, collating and delivering it. By being both secretary one time and Office Manager the next time, the student is able to experience and appreciate the role of the employee and the supervisor.

During the months of September and October 115 orders were processed by the students. Some orders were relatively small, while others involved the typing and duplicating of thousands of sheets of paper.

Students who are in charge of the Practice Office are on their own. They learn to cooperate and get along with visitors and associates. This situation enables them to meet and solve problems and to assist others in doing so.

Any outside group or organization who would like any typeing or mimeographing done can contact Mr. Jim Pattinson, Head of Business Education at Rideau District High School.

ELGIN AND DISTRICT
CO-OPERATIVE
NURSERY SCHOOL

Since the beginning of October the nursery school has been in operation under the capable leadership of Heather Green at the United Church in Elgin.

Recently the executive held a meeting and decided to participate in the Christmas Bazaar held at the United Church in Elgin. They are also planning a Christmas party for the parents, brothers and sisters of the children attending on Thursday, December 22.

The children enjoy various activities at the school with a doll centre, building blocks, sand box, black board, painting, crafts, toys, and group songs and activities.

Our senior class will have two openings after the Christmas break and the junior class (2½ - 3½ years of age) has several openings available now. Contact Heather Green at 359-5750 or Judy Timpany for more information.

Donations of money, sturdy pre-school toys, etc. would be gratefully accepted.

BETA SIGMA PHI

Eta Tau chapter of Beta Sigma Phi met, this past week, at the home of Francine Scheuerman,, Westport. Guests present included Lorraine Round, Seeleys Bay and Margaret Bales, Hamilton. Marie Sharp welcomed two new members, Judy Timpany and Marcia Nightingale. Judy Pattinson was named acting president for the remainder of the 1977-78 year.

Pat Little, head of the social committee, urged everyone to attend the Western Savoyards' production of Gilbert and Sullivan tunes at Rideau District High School, 7:30 pm, on November 22nd.

Marie Sharp was in charge of the program for the evening with the topic "family". Marie read us some thoughts, philosophical and ideal on the different stages of family life. The group was then broken up into pairs and each pair was given a different set of "family happenings" to cope with. We then presented our thoughts or acted out skits to form our solution to these problems.

At Anne Appleyards', Portland the chapter enjoyed wine, cheese, meat pies, and baked goodies compliments of Sylvia Herlehy and Barb Bakker.

Judy Timpany and Marcia Nightingale were inducted into the chapter by acting president Judy Pattinson.

A short program on "Human Relations and Communications" was presented by Judy Pattinson. All present were reminded of the many gaps between persons and urged to use the different forms of communications to bridge these gaps.

Final plans were made for the lunch booth at the Christmas Market and tentative plans are now being made for our spring fashion show.

The membership voted to donate money towards a dental bill and plans are going ahead to join in sponsoring a Breast Self-Examination Clinic in the spring.

The next meeting will be at Marlene Dobsons, Morton.

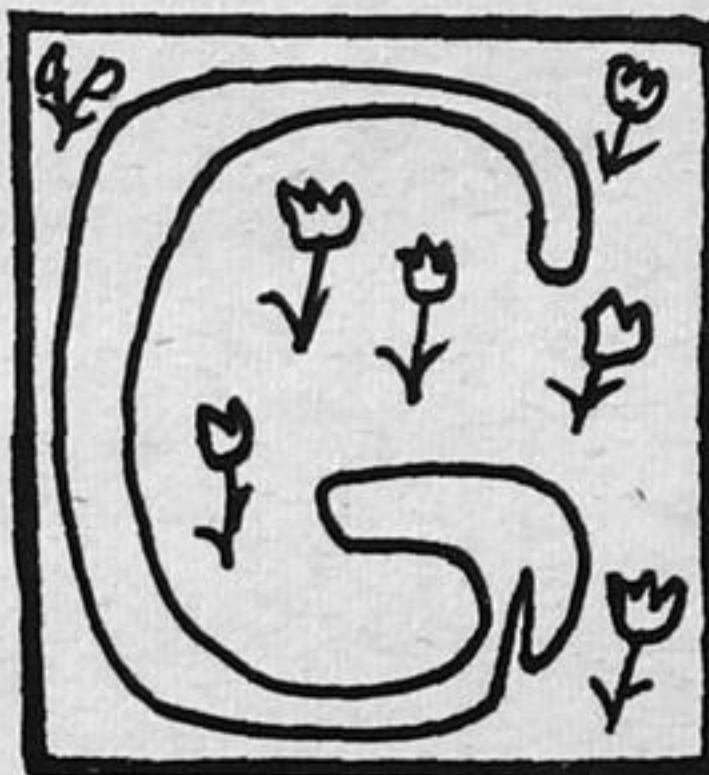


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