

COO Offers Training

By STEVE FELTON

Cooperative Office Occupation, a terminal high school course for senior business students, consists of classroom instruction and on-the-job training for careers in business and office occupations.

Mrs. Jane White, the coordinator of this course stated, "Although we have been teaching this business course since the late 1960's, we are still trying to get across to the students and the business community the value of this senior course."

Students involved in COO are Carol Arnold, Donna Barnhill, Gail Foye, Martha Johnston, Lisa Kirilov, Pamela Langston, Teresa Medlin, Mittie Moore, Jewel Moss, Terry Proctor, Melissa Weaver, Cynthia Whitley, Becky Whitman and Sidney Morgan. These students attend two hours of class (first and second period) each morning.

In the afternoon, these girls go to a business office under the direct supervision of a job sponsor who cooperates with Mrs. White in a training program. "To have any successful program on the senior level, the training given in all business classes is essential," explains Mrs. White. "The ideal situation for the student in COO would be to have planned the sequence of his courses from the sophomore year."

Basic Business, Typing I and II, Shorthand I and II, Accounting I and II, Business Law, and Recordkeeping all aim to aid the student in getting a better job. Although the student can't take all the courses offered, the planning would allow a combination of skills based on the career objective of the student. COO is designed to integrate all previously learned business information and to develop competency required in an office position.

The course is planned to stress personality improvement and effective human relations, including grooming and guidance in the personal appraisal. It instills within the student awareness of the role of the employer and the employee in today's world of business with particular emphasis upon employer-employee relationships, business standards, employee compensations, and business organization.

It also provides training in filing, in operating common



COO STUDENTS LEARN MACHINES: Students involved in COO

office machines, and enlarging the business vocabulary of the student, particularly in the area of data processing.

COO also develops techniques that will enable students to locate prospective jobs, to construct letters of application and to have effective interviews. It closes gaps in fundamental skills, such as, grammar, spelling, punctuation, vocabulary, handwriting, arithmetic, and oral and written communication.

Becky Whitman, a COO member, stated about the organization, "COO teaches us what we need to know and gives us good learning skills. I love the whole program. Anyone interested in the office work should join the club. Mrs. White is a very devoted teacher, she even comes to see us on or at the location in which we work." Becky works at Flake B. Chipley, Inc., a Lincoln-Mercury dealer on Church Street.

Terry Proctor, also a member of COO, commented, "I personally like COO because it gives you experience in the business world. It improves your typing skills and gives you practice on different office machines. The great thing about learning different machines

such as calculators and dictophones, is that on most applications for office jobs they ask if you know how to use any or all of these machines."

Cynthia Whitley, who works at the Rocky Mount City

Schools Administrative Offices, said "Cooperative Office Occupations, is a course that teaches young ladies and some gentlemen to experience some of the things that go on in the business field. The course also teaches the students all the correct techniques used in applying for a job. I would recommend COO for anyone interested in working in the business field because it is rather exciting and you will love it. I really like my job, because while I'm working I'm still furthering my education."

Jewel Moss, also employed at the Rocky Mount City School Administrative Offices said, "Cooperative Office Occupations is an exceptionally good course to take if you want to go into some type of business. This course introduces you to office machines that you will need to know how to work later on. To me, it has helped me in my typing and my business behavior. This course tries to get everyone in it some type of office job. I really enjoy my job



practice on various types of machines used in Secretarial work.

Photo by J. Joyner

at the Rocky Mount Administrative Office. My typing speed has already increased a great deal. The people are willing to help anyone at anytime. My job gives me a lot of experience that I will need in later years."

Each COO student is a member of Future Business Leader's of America, also known as FBLA. This is a national vocational club for business and office students. Through FBLA, members learn how to lead and participate in group discussions, preside at meetings and conferences, work effectively within committees, and engage in practical problem-solving and decision-making. The members learn the value of competition on local, district and state levels by experiencing the responsibility of success as well as the challenge of defeat.

"During the school year, COO students have two major projects. First, we manage the school wide magazine campaign for which we receive a small percentage of the profit as our money-making project for our club activities. Second, our vocational club (FBLA) entertains our bosses at a banquet in the spring with the money earned by the magazine campaign," explained Mrs. White.

The business teachers that make a COO program possible are Mrs. Shirley Bullock, Mrs. Joan Godwin, Mrs. Bessie Tyson, Mrs. Nellie Winstead and Mrs. Jane White. Although Mrs. White is the COO coordinator, she states, "Without the help of an excellent staff in the business department, I would not have the fine students to work with in this program."

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