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IDENTIFICATION AND COMPARISON OF THE SECRETARIAL SCIENCE CURRICULA OFFERED BY THE NINETEEN PUBLIC COMMUNITY JUNIOR COLLEGES IN KANSAS

Mary Miller Martin

Kansas State College of Pittsburg

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IDENTIFICATION AND COMPARISON OF THE
SECRETARIAL SCIENCE CURRICULA OFFERED BY THE
NINETEEN PUBLIC COMMUNITY JUNIOR COLLEGES IN KANSAS

687 8774

A Project Submitted to the Graduate Division in
Partial Fulfillment of the Requirements
for the
Degree Specialist in Education

by
Mary Miller Martin

02835215

KANSAS STATE COLLEGE OF PITTSBURG
Pittsburg, Kansas

July, 1973

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Chapter I

INTRODUCTION

Statement of the Problem

The purpose of this research study is to examine the secretarial science programs presently being utilized in the nineteen public community junior colleges in the state of Kansas according to their 1972-1973 college catalogs.

Need for the Study

The secretarial science department of the community junior college needs a viable, flexible curriculum for the potential secretary or clerk-typist enrolled in office education today. With the proposed merger of the community junior colleges in the southeastern part of Kansas, it is imperative that the offerings encourage a cohesive faculty to best train today's students in career education.¹ These programs in the community junior college can be classified as terminal, transfer, and continuing education.

This study should be valuable to the administrators, faculty, coordinators, and lay advisory committees in

¹Postsecondary Educational Planning to 1985: Final Report and Recommendations. Topeka, Kansas: Master Planning Commission, 1972.

cooperative office education programs as well as to those persons not involved with reimburseable programs. Curriculum committees in community junior colleges will find the material in this analysis useful in appraising their secretarial science courses in their curricula. This analysis will be beneficial to those community junior colleges offering clerical and secretarial courses and cooperative office education. With social, technological, and economic developments rapidly changing community junior colleges must evaluate their programs and modify their curricula, if necessary, to meet the needs of the students.

Limitations of the Study

This study is limited to those courses offered in one- or two-year programs in secretarial science departments in the nineteen public community junior colleges in the state of Kansas.

Methods of Procedure

The comparative analysis method of research was used in this investigation. A letter was written to all presidents of the nineteen public community junior colleges in the state of Kansas requesting a current catalog for the school year 1972-1973. The researcher utilized the catalogs to compare the offerings of these colleges as stated in the secretarial science department of their catalogs.

Definition of Terms

Advisory Committee:

a group of people representing business, industry, and government who work with the school cooperative program

Career Education:

that education that prepares students for a career that they choose

Clerk-typist:

the worker who performs various office tasks without using shorthand or dictating equipment

Community Junior College:

is a two-year institution which awards an associate degree and is supported by taxes and governed by representatives of the community.

Continuing Education:

updates skills and develops a confidence in the older adult who returns to college while employed or prior to re-employment.

Cooperative Office Education:

exists when a student is placed in a training station and given on-the-job training by his employer which is related to the instruction he receives in the classroom.

Coordinator:

serves as an intermediary for the student between his employer and his classroom instructor. The coordinator visits the employer periodically to determine the trainee's progress.

Course of Study:

is an organized sequence of classes that offer the student a guideline for completing a set curriculum.

Curriculum:

is the whole body of courses offered by the community junior college or any other educational institution.

Curriculum Committee:

a select group of instructors and/or administrators who devise the curricula for the school

One-year Program:

a guide for the student who wishes to spend only two semesters in a college to increase his skills, knowledge, and ability to work with other people

Public:

supported by taxes and governed by representatives of the community

Secretarial Science:

encompasses the curricula for office training for clerical workers and secretarial training for future secretaries.

Secretary:

is the office worker who takes dictation in addition to using the typewriter, various office machines, and who may also act as receptionist.

Two-year Program:

the curriculum designed for the student who desires to attend college two years and fulfill the requirements for an associate degree

Chapter II

RELATED LITERATURE

Many volumes have been written on the organization of instruction in community junior colleges. The curriculum of the community junior college must be relevant for the secretarial or clerical student to prepare him for an office career.

A weakness in the curriculum of the community junior college is in the preservation of a subject that is considered traditional. There is no reason to continue teaching a subject just because it has been required in the past. The terminal student should not be expected to complete the same number of general education courses as the transfer student.

The primary consideration should be if the required subject does, in some tangible way, contribute to the skill or understanding of the student to make him better able to fulfill the responsibilities of the position he will assume upon completion of junior college.²

According to Wiener students in secretarial science

²Susanne A. Thornhom, "Weaknesses of the Past and Present," Business Education: An Evaluative Inventory (sixth yearbook; Washington, D. C.: National Business Education Association, a department of the National Education Association, 1968, p. 317.

must have available "a 'right' program for everyone seeking additional training beyond high school."³

The curriculum of the community junior college must be directed toward the community that it serves, and the curriculum has a responsibility to the individual who is most likely to benefit from the educational structure.

If education is to survive and serve the new age, the new society, the new technologies, and the new breed of man, then old rigidities must be abolished, and the focus in education must turn from the program to the student.⁴

In order to attain occupational progress the community junior college student must acquire knowledge of academic subjects, occupational skills, and practice of favorable personality traits. Workers should be broadly educated as the need is more intense year by year as society is more mobile and more demanding.⁵

In a study of junior college secretarial curricula Hanson found by examining catalogs of ninety-seven junior

³Darrell D. Wiener, "A Study of Occupational and Occupational-Business Course Offerings in Twenty-Three Northern Illinois Junior Colleges." (A study, DeKalb: Northern Illinois University, 1971), p. 2.

⁴B. E. Childers, et. al. The Role of Postsecondary Occupational Education (Washington, D. C.: American Vocational Association, Inc. 1972), p. 13.

⁵Joseph B. Carter, "Continuing Vocational Education for Occupational Progress," The Individual and His Education (second yearbook; Washington, D. C.: The American Vocational Association, Inc., 1972), p. 328

colleges in the eleven western states that the basic curriculum consisted of typewriting, shorthand, business machines, office practice, business correspondence, and business mathematics. He stressed that the curriculum should meet the needs of the community.⁶

⁶G. A. Hanson, Junior College Secretarial Curricula in the Eleven Western States (Master's thesis, Logan: Utah State University, 1966).

Chapter III

RESEARCH DESIGN AND PROCEDURES USED

It is this researcher's belief that useful information can be gained by comparing the identified curricula of the nineteen public community junior colleges in Kansas.

The Master Planning Commission chaired by Wilbur T. Billington has intensively studied the present situation of the public community junior colleges in Kansas and has proposed some modifications of the community junior college districts along with an effective system of statewide post-secondary education to the Governor and legislature.

With the cooperation of Dr. Richard M. Taylor, Dean of Adult and Occupational Education at Independence Community Junior College, a letter was sent from his office to each of the nineteen presidents of public community junior colleges in Kansas requesting a current catalog. A copy of the letter is found in Appendix A. A list of the community junior colleges is given in Appendix B.

Chapter IV

COLLECTION AND ANALYSIS OF THE DATA

The response to the request for current catalogs from the presidents of the community junior colleges was excellent. The secretarial science curriculum for each college was studied from the catalog from each school. Subjects included in each curriculum along with the course descriptions were compared for this project.

Each of the nineteen institutions offered a two-year secretarial curriculum. In addition Highland Community Junior College and Kansas City Kansas Community Junior College offered a medical secretary course. Kansas City also offered a Legal Secretarial curriculum.

According to the catalogs furnished eleven of the colleges have a two-year clerical curriculum listed. It can be assumed, however, that all nineteen colleges with their many courses available graduate majors in clerk-typist or general office training.

Eleven colleges indicated one-year clerical curricula for which a certificate of proficiency is issued. Eleven schools listed one-year secretarial certificate courses. Hutchinson awards a certificate for a ten-month course as a medical secretary.

Butler County awards a certificate for a unique one-semester general clerical program in preparation for a career or as partial requirement toward a technical degree. Table I shows the courses included in this one-semester program along with the hours credit.

TABLE I
ONE-SEMESTER GENERAL CLERICAL PROGRAM
BUTLER COUNTY COMMUNITY JUNIOR COLLEGE 1973

Course Titles	Hours Credit
Typing (Beginning or Intermediate)	3
Introduction to Business	3
Business Machines I	2
Secretarial Accounting I	3
Business Mathematics	3
Communications I	3
Orientation	1
TOTAL	18

Pratt has designed a short-term program for the student who needs to upgrade skills to be used in present employment or potential employment. Because of its nature, this program is planned to meet individual needs.

Johnson County in keeping with the philosophy of their college lists the most flexible program of all the secretarial offerings. The first semester student enrolls in shorthand, intermediate typing, records management, and seven hours of electives. Second semester enrollment includes dictation and transcription, production typing, and nine hours of electives.

Since this program is designed for cooperative office education students, the summer between first and second year offers secretarial field study for three hours credit. The third semester the student enrolls in secretarial procedures, secretarial field study, and nine hours of electives. The last semester the student continues with field study, secretarial procedures, and nine hours of electives. This plan presents choices for the students from a wide range of course offerings.

Accounting

In assessing the accounting requirements in the secretarial science curriculum of each of the nineteen community junior colleges, the writer found that nine schools include a secretarial accounting in their curricula as shown in Table II.

It is noted that forty-seven percent of the community junior colleges studied offer special accounting courses for their secretarial and clerical students. Almost one-half of those schools requiring secretarial accounting have given the course that title. Fifty-three percent of the colleges require that their secretarial science students enroll in an Accounting I course that is also a requirement for business administration and accounting majors. Four schools require two semesters of accounting for the two-year secretarial science majors.

TABLE II
SECRETARIAL ACCOUNTING

College	Course Titles	Hours Credit
Barton County	Secretarial Accounting	3
Butler County	Secretarial Accounting I	3
	Secretarial Accounting II	3
Cloud County	Business Accounting I	3
Coffeyville	College Accounting	3
Cowley County	Fundamentals Accounting I	3
	Fundamentals Accounting II	3
Garden City	General Accounting	3
Kansas City	Secretarial Accounting	3
Labette	Secretarial Accounting	3
Pratt	Intro. to Accounting I	2
	Intro. to Accounting II	2

Business Communications

Sixteen colleges, or eighty-four percent, require business communications. All sixteen colleges have assigned three hours credit for completion of this course.

Economics

All nineteen community junior colleges teach economics for three hours credit; however, the writer found that only ten schools require the students in the secretarial science department to complete an economics course. Labette requires enrollment in two three-hour economics courses.

English

The Kansas community junior colleges require two semesters of English composition for a total of six hours credit. Seward County and Independence offer six hours of special vocational communications for terminal students to substitute for English composition taught in the English department. Business communications is accepted for the second semester English requirement by several of the schools.

Human Relations

One of the colleges uses the title Business Psychology and another Office Relations for this course taught by ten schools. This figure is fifty-three percent of the colleges studied. Hours credit varies in that Dodge City and Neosho County give two hours credit while three hours credit is given by Barton County, Butler County, Coffeyville, Cowley County, Hutchinson, Independence, Labette, and Seward County.

Individual Income Tax

Independence is the only community junior college which requires completion of this course by its secretarial science students. Individual income tax is a three-hour course.

Insurance

Garden City offers an insurance course which is general in nature. This course is suggested as an elective. Fort Scott

includes in its catalog three insurance courses each carrying three credit hours. They are General Principles of Insurance, Principles of Fire, Marine and Allied Lines, and Principles of Casualty and Surety. There is a home office for an insurance company in Fort Scott, and these courses fill a community need.

Introduction to Business

Thirty-seven percent of the community junior colleges require completion of this course. Garden City offers a two-hour course while three hours credit is received by students in Butler County, Coffeyville, Dodge City, Fort Scott, Pratt, and Seward County.

Introduction to Data Processing

Cloud County is one of eight colleges requiring that secretarial science students complete this course. Cloud County gives two hours credit while Butler County, Coffeyville, Colby, Cowley County, Highland, Independence, and Neosho County give three hours credit for introduction to data processing.

Key Punch

Three colleges require key punch for their secretarial science students. Cloud County and Independence have a two-hour course requirement while Coffeyville includes a one-hour course requirement in their catalog.

Business Law

Eleven community junior colleges require business law for their secretarial and clerical students. Labette requires completion of two courses. This course carries three hours credit in each of the institutions.

Machines

Skill in the use of a ten-key adding machine is fundamental for an office worker whether clerk-typist, key punch operator, stenographer, or executive secretary. There is more variety in courses and hours credit in machines than in any other area in this study. See Table III.

Business Mathematics

All of the community junior colleges require completion of a course in mathematics in the secretarial science field. Fifty-three percent of the schools require business mathematics. Neosho County requires a two-hour course while three-hour courses are required by Allen County, Butler County, Coffeyville, Dodge City, Fort Scott, Garden City, Independence, Kansas City, and Labette. The remainder of the colleges require algebra or modern mathematics.

Office Management

A three-hour course in office management is one of the requirements in the secretarial science curriculum at Butler County, Fort Scott, Kansas City, and Seward County.

TABLE III

MACHINES

College	Course Titles	Hours Credit
Allen County	Calculating Machines	3
	Duplicating & Transcribing	2
Barton County	Office Machines	3
Butler County	Business Machines I	2
	Business Machines II	2
	Duplicating & Transcribing	2
Cloud County	Business Machines	2
Coffeyville	Business Machines	3
	Duplicating Machines	1
Colby	Office Machines	2
	IBM Executive Typewriter	1
Cowley County	Calculating Machines	3
Dodge City	Business Machines	3
	Office Machines	2
Garden City	Secretarial Machines	2
	Business Machines	2
Highland	Business Machines	2
Hutchinson	Office Machines	2
Independence	Office Machines	3
	Advanced Office Machines	1
Kansas City	Office Machines	3
Labette	Office Machines	3
Neosho County	Business Machines	2
Pratt	Calculating Machines	2
	Transcribing Machines	2
	Duplicating Machines	1
	Machine Shorthand 1	3
	Machine Shorthand 2	3
	Machine Shorthand 3	3
Seward County	Business Machines	3
	Beginning Machine Shorthand	3
	Intermediate Machine Shorthand	3
	Advanced Machine Shorthand	3

Personal Finance

Although personal finance is offered by more than four schools, the only colleges requiring the course for their secretarial and clerical students are Garden City and Independence for two hours credit and Highland and Pratt for three hours credit.

General Psychology

The general education course that is required for secretarial and clerical students in thirteen colleges is general psychology. This course is completed for three hours credit.

Records Management

Barton County offers a three-hour course in records management while Independence students receive only one hour credit. The other eight schools requiring records management allow two hours credit upon completion. This course is integrated with other courses such as secretarial procedures in the other nine community junior colleges.

Secretarial Procedures

This course has other titles, but this title is the most commonly used. The descriptions are varied; however, all meet the needs of the students whether they are enrolled in a secretarial or clerical program. The schools that require shorthand as a prerequisite for secretarial procedures offer a clerical practice course for clerk-typists. Table IV illustrates the various offerings.

TABLE IV
SECRETARIAL PROCEDURES

College	Course Titles	Hours Credit
Allen County	Secretarial Practice	2
Barton County	Secretarial Procedures	3
Coop O.E.	[Applied Secretarial Practice 1	3
	[Applied Secretarial Practice 2	3
Butler County	Secretarial Procedures	3
Cloud County	Office Practice 1	3
	Office Practice 2	3
Coffeyville	Secretarial Procedures 1	3
	Secretarial Procedures 2	3
	Applied Office Practice 1	2
	Applied Office Practice 2	2
Colby	Secretarial Practice 1	3
	Secretarial Practice 2	3
	Clerical Office Practice	3
Cowley County	Clerical Office Practice	3
	Secretarial Procedures	3
Garden City	Secretarial Practice	3
Highland	Secretarial Practice	3
Hutchinson	Secretarial Practice 1	3
	Secretarial Practice 2	3
Independence	Office Techniques	3
Johnson County	Secretarial Procedures 1	3
	Secretarial Procedures 2	3
Kansas City	Secretarial Procedures	3
Labette	Clerical Procedures	3
	Secretarial Procedures	3
Neosho	Office Procedures	3
Pratt	Secretarial Procedures	3
Seward County	Legal Secretarial Procedures	3
	Clerical Procedures	3
	Secretarial Procedures	3
	*Personality Development	3

*Personality Development is required and is taught in the Aviation Department.

Shorthand

Shorthand at its many levels is required for secretarial students. After the theory is mastered, the students study to develop speed in taking dictation and transcribing the dictated material. Table V illustrates the shorthand courses offered.

TABLE V
SHORTHAND

College	Course Titles	Hours	Credit
Allen County	Elementary Shorthand	5	
	Intermediate Shorthand	3	
	Dictation & Transcription	3	
Barton County	Shorthand 1	3	
	Shorthand 2	3	
	Dictation & Transcription 1	3	
	Dictation & Transcription 2	3	
Butler County	Shorthand 1	3	
	Shorthand 2	3	
	Dictation & Transcription 1	3	
	Dictation & Transcription 2	3	
Cloud County	Steno 1	3	
	Steno 2	3	
	Shorthand 1	3	
Coffeyville	Shorthand 2	3	
	Dictation & Transcription 1	3	
	Dictation & Transcription 2	3	
	Principles of Shorthand	3	
Colby	Intermediate Shorthand	3	
	Advanced Shorthand	3	
	Dictation & Transcription	3	
	Elementary Shorthand	3	
Cowley County	Intermediate Shorthand	3	
	Dictation & Transcription	3	
	Shorthand 1	3	
Dodge City	Shorthand 2	3	
	Shorthand 3	3	

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TABLE V - SHORTHAND continued

(College)	(Course Titles)	(Hours Credit)
Fort Scott	Shorthand 1	3
	Shorthand 2	3
	Advanced Shorthand	3
Garden City	Elementary Steno	5
	Intermediate Steno	5
	Advanced Steno	3
Highland	Shorthand 1	3
	Shorthand 2	3
	Dictation & Transcription	3
Hutchinson	Shorthand 1	3
	Shorthand 2	3
	Dictation & Transcription	3
Independence	Basic Shorthand	3
	Intermediate Shorthand	3
	Advanced Shorthand	3
	Dictation & Transcription	3
Johnson County	Shorthand	3
	Dictation & Transcription	3
Kansas City	Shorthand 1	3
	Shorthand 2	3
	Shorthand 3	3
	Dictation & Transcription	3
	Medical Shorthand	2
	Legal Shorthand	2
Labette	Beginning Shorthand	3
	Dictation	3
	Transcription	3
Neosho	Elementary Stenography	3
	Intermediate Stenography	3
	Advanced Stenography	3
	Technical Stenography	3
Pratt	Shorthand 1	3
	Shorthand 2	3
	Shorthand 3	3
	Technical Shorthand	3
Seward County	Beginning Shorthand	3
	Intermediate Shorthand	3
	Advanced Shorthand	3
	Dictation & Transcription	5

Speech

Eleven schools (58 percent) require their potential secretaries and clerical workers finish a speech course. For three hours credit the students at Allen County, Barton County, Colby, Garden City, and Hutchinson enroll. Two hours credit is extended at Butler County, Cloud County, Cowley County, Highland, Kansas City, and Pratt.

Typing

Since typing skill is indispensable for the secretary and clerical worker, all nineteen community junior colleges include typing in their curriculum for secretarial science students. All schools grant three hours credit for each typing course. It is noted in Table VI that all colleges offer intermediate typing. What is commonly the third course in the sequence has been designated as advanced or production typing. The highest level in each series of courses presents production problems that require students will have the responsibility to make decisions and type production copy under timed conditions. This application of typing skill simulates office conditions and presents a practice situation for successfully completing a pre-employment test.

TABLE VI

TYPING

College	Course Titles
Allen County	Typing 2 Typing 3
Barton County	Intermediate Production
Butler County	Intermediate Production Executive or Legal or Medical
Cloud County	Intermediate Production
Coffeyville	Intermediate Production
Colby	Intermediate Advanced
Cowley County	Elementary Intermediate Production
Dodge City	Typing 2 Typing 3 Production Executive
Fort Scott	Typing 1 Typing 2 Advanced
Garden City	Intermediate Production
Highland	Intermediate Production
Hutchinson	Intermediate Production
Independence	Basic Intermediate Advanced Production
Johnson County	Intermediate Production
Kansas City	Beginning Intermediate Production

TABLE VI - TYPING continued

(College)	(Course Titles)
Labette	Beginning Intermediate Advanced
Neosho County	Elementary Intermediate Advanced
Pratt	Intermediate Production
Seward County	Beginning Intermediate Advanced

Field Study

This course is open to office education students who have been admitted to the cooperative program. This program is reimburseable through the Kansas State Department of Vocational Education. The students attend school and are placed in office situations in business, government, and industry in each locality. The student-learners are placed on the payroll at their training stations with a salary comparable to wages paid other part-time employees in their respective offices. An office education coordinator integrates the individual student's course work with her responsibilities in her office position. Table VII indicates the assortment of credit hours issued.

TABLE VII
FIELD STUDY

College	Course Titles	Hours Credit
Allen County	Office Practicum	1 hr. ea. 4 semesters
Barton County	Related Work Experience	1 hr. ea. 2 semesters
Butler County	Field Study and Work Experience	2 hrs. ea. 4 semesters
Coffeyville	Seminar	1 hr. ea. 2 semesters
Colby	Field Study and Conference	2 hrs. ea. 2 semesters
Cowley County	Field Work Experience	2 hrs. ea. 2 semesters
Dodge City	Supervised Work Experience	3 hrs. ea. 2 semesters
Garden City	Field Study	2 or 3 hrs. ea. 2 semesters
Hutchinson	Field Study and Conference	2 hrs. ea. 2 semesters
Independence	Internship & Seminar	3 hrs. ea. 4 semesters
Johnson County	Secretarial Field Study	3 hrs. ea. 1 summer 2 semesters
Neosho County	Field Study and Conference	1 hr. ea. 4 semesters
Pratt	Field Study and Conference	2 hrs. ea. 2 semesters
Seward County	Field Experience	2 to 4 hrs. ea. 2 semesters

Chapter V

CONCLUSIONS

The purpose of this study was to examine the secretarial science programs of the nineteen public community junior colleges in Kansas. The study was made with the use of the 1972-1973 catalogs from the community junior colleges.

The results of the study show that the basic curriculum, in addition to general education requirements for the associate degree, is composed of shorthand, typing, machines, accounting, secretarial procedures, and business communications. Records management is an integral part of the training of a student preparing for an office position and in many of the colleges is embodied in the secretarial procedures course.

With fifty-three percent of the colleges offering a course in human relations, it is apparent that colleges are emphasizing attitudes of their students. According to the catalogs studied this area is included in the secretarial procedures courses in several schools. A weakness in the secretarial science curriculum of the community junior colleges is the practice of delegating too many subjects to the secretarial procedures courses in the opinion of the writer. An employee with excellent skills cannot be a success in the business world if she does not relate to her coworkers with

a positive attitude. Cultivating proper attitudes can be developed in the classroom. The attitude of the teacher influences the student in developing her sense of responsibility for employer-employee relations.

One of the strengths of the community junior college programs is the scheduling of seminars relating to on-the-job training. This is an appropriate time to bring up any problems in attitudes of the students or time for the instructor to detect changing attitudes that are beneficial or detrimental to the student as she prepares for an office career.

A survey of equipment and instructional materials would be most interesting to the community junior college instructors of Kansas. With modern technology equipment changes rapidly. The students demand courses and materials relevant to their career objectives in the world of work.

Suggested electives for two-year secretarial science students included Business Law, Introduction to Business, Economics II, Accounting II, Insurance, Personal Finance, a natural science, a social science course, and literature.

Table VIII shows the frequency of required subjects offered in Kansas public community junior colleges.

Table IX exhibits a composite one-year clerical course for community junior college students devised from the nineteen catalogs studied and compared.

Table X is a similar schedule for a two-year clerical curriculum.

Table XI lists course requirements for two-year secretarial students as suggested from the catalogs compared.

TABLE VIII

FREQUENCY OF REQUIRED COURSES
IN THE COMMUNITY JUNIOR COLLEGES

Course	All	13-19	10-13	5-9	4-1
Accounting			x		
Secretarial Accounting				x	
Business Communications		x			
Business Law			x		
Business Mathematics			x		
Economics			x		
English	x				
General Psychology			x		
Human Relations			x		
Individual Income Tax					x
Insurance					x
Introduction to Business				x	
Introduction to Data Processing				x	
Key Punch Machines		x			x
Office Management					x
Personal Finance					x
Records Management			x		
Secretarial Procedures		x			
Shorthand	x				
Speech			x		
Typing	x				
Field Study		x			

TABLE IX
A COMPOSITE ONE-YEAR CLERICAL CURRICULUM

		First Semester	
		Course	Hours Credit
	Typing		3
	Clerical Procedures		3
	English Communications		3
	Machines		3
	Records Management		2
	Speech		<u>3</u>
	TOTAL		17
		Second Semester	
	Typing		3
	Business Communications		3
	Business Mathematics		3
	Human Relations		3
	Economics		3
	Personal Finance		<u>3</u>
	TOTAL		18

TABLE X
A COMPOSITE TWO-YEAR CLERICAL CURRICULUM

Freshman Year--First Semester

Course	Hours	Credit
Accounting	3	
English Communications	3	
General Psychology	3	
Typing	3	
Key Punch	2	
Introduction to Business	3	
	<hr/>	
TOTAL	17	

Second Semester

Business Mathematics	3	
Machines	3	
Records Management	2	
Speech	3	
English Communications	3	
Typing	3	
	<hr/>	
TOTAL	17	

Sophomore Year--First Semester

Business Communications	3	
Business Law	3	
Human Relations	3	
Economics	3	
Field Study	3	
	<hr/>	
TOTAL	15	

Second Semester

Clerical Procedures	3	
Typing	3	
Field Study	3	
Introduction to Data Processing	3	
Social Science elective	3	
	<hr/>	
TOTAL	15	

TABLE XI

A COMPOSITE TWO-YEAR SECRETARIAL CURRICULUM

Freshman Year--First Semester

Course	Hours	Credit
Shorthand	3	
Typing	3	
English Communications	3	
Accounting	3	
Introduction to Business	3	
Records Management	2	
TOTAL	17	

Second Semester

Shorthand	3	
Typing	3	
English Communications	3	
General Psychology	3	
Machines	3	
TOTAL	15	

Sophomore Year--First Semester

Shorthand	3	
Typing	3	
Economics	3	
Speech	3	
Business Mathematics	3	
Field Study	3	
TOTAL	18	

Second Semester

Secretarial Procedures	3	
Business Communications	3	
Human Relations	3	
Business Law	3	
Field Study	3	
TOTAL	15	

These composite curricula as submitted in this study are adequate programs for certificates of proficiency. Students who are fulfilling requirements for an associate degree will also enroll in a laboratory science course and a social science course. Two semesters of physical education is an additional requirement for graduation from some of the community junior colleges.

The writer feels that the Kansas public community junior colleges offer educational opportunities for the students in secretarial science that will prepare competent office personnel for business, industry, and government. It is apparent that all areas of the state have developed secretarial science curricula to meet individual needs for occupational education in this particular career field.

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Dodge City Community College. Dodge City, 1971-1973.

Fort Scott Community College. Fort Scott, 1972-1973.

Garden City Community Junior College. Garden City, 1972-1973.

Highland Community Junior College. Highland, 1972-1974.

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Johnson County Community College. Overland Park, 1972-1973.

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Neosho County Community Junior College. Chanute, 1972-1974.

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APPENDIX A

C O P Y

February 23, 1973

Dr. Dale L. Gibson, President
Seward County Community
Junior College
P. O. Box 1137
Liberal, Kansas 67901

Dear Dr. Gibson:

Your 1972-1973 catalog is of interest to us here at I. C. J. C.
Would you be willing to send us a copy, please?

Mrs. Mary Martin, office education coordinator, has agreed
to study the Kansas public community junior college catalogs
and to compare the secretarial science curriculums with
our offerings in Independence Community Junior College.
Titles of courses and credit hours are two of the problems
that we want to investigate.

We shall appreciate receiving a copy of your 1972-1973 cata-
log and shall reciprocate by sending you one of our catalogs
upon request. Our mailing address is P. O. Box 708,
Independence, Kansas 67301.

Sincerely,

Richard M. Taylor, Dean
Adult & Occupational Education

RMT/rr

APPENDIX B

PUBLIC CJC	CITY & ZIP	PRESIDENT
Allen County	Iola 66749	Bill R. Spencer
Barton County	Great Bend 67530	Paul D. Hines
Butler County	El Dorado 67042	Edwin J. Walbourn
Cloud County	Concordia 66901	Arley A. Bryant
Coffeyville	Coffeyville 67337	Russell H. Graham
Colby	Colby 67701	James H. Tangeman
Cowley County	Arkansas City 67005	Gwen A. Nelson
Dodge City	Dodge City 67801	Charles M. Barnes
Fort Scott	Fort Scott 66701	M. Leon Foster
Garden City	Garden City 67846	Raymond D. Wamsley
Highland	Highland 66035	T. E. Woodrum
Hutchinson	Hutchinson 67501	A. H. Elland
Independence	Independence 67301	Neil Edds
Johnson County	Overland Park 66210	Robert G. Harris
Kansas City	Kansas City 66102	Jack M. Flint
Labette	Parsons 67357	James J. Altendorf
Neosho County	Chanute 66720	J. C. Sanders
Pratt	Pratt 67124	Donald E. Tolbert
Seward County	Liberal 67901	Dale L. Gibson