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ABSTRACT

This beginning course is designed to introduce elementary typewriting skills and provide an exploration of office career opportunities. Course content includes goals, specific objectives, typing, spelling and business vocabulary, alphabetic filing, and exploration of office occupations. A post-test and bibliography are appended. (NH)

V-200

CE.

**AUTHORIZED COURSE OF INSTRUCTION FOR THE**

**QUINMESTER PROGRAM**

U.S. DEPARTMENT OF HEALTH  
EDUCATION & WELFARE  
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Course Outline  
 VOCATIONAL OFFICE EDUCATION, CLERICAL - 7645  
 (Office Career Occupations No. 1)  
 Department 48 - Quin 7645.11

**DADE COUNTY PUBLIC SCHOOLS**

**DIVISION OF INSTRUCTION • 1973**

ED0077302

D A D E C O U N T Y P U B L I C S C H O O L S  
1 4 5 0 N O R T H E A S T S E C O N D A V E N U E  
M I A M I, F L O R I D A 3 3 1 3 2

Course Outline

VOCATIONAL OFFICE EDUCATION, CLERICAL - 7645  
(Office Career Occupations No. 1)

Department 48 - Quin 7645.11

county office of  
VOCATIONAL AND ADULT EDUCATION

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**Miami, Florida 33132**

May, 1973

**Published by the School Board of Dade County**

Course Description

<u>7645</u> State Category Number	<u>48</u> County Dept. Number	<u>7645.11</u> County Course Number	<u>Office Career Occupations No. 1</u> Title
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This beginning one-quinmester course is designed to introduce elementary type-writing skills and provide an exploration of office career opportunities in a two-hour block for ninth-grade students. In addition to learning the typewriter keyboard and basic composition at the typewriter, students will experience opportunities for developing personality traits and good work habits, learn about steps in finding a job, study ways to recognize self-potential for office training and employment, learn basic alphabetic filing rules and applications, and review basic spelling rules.

Indicators of Success: Students are selected and recommended by the counselor and principal, using guidelines supplied by the Director of Vocational Program Services. They must have expressed an interest in office occupations and they should be cooperative and willing to follow instructions.

Clock Hours: 45, 90

## PREFACE

The following course outline has been prepared as a guide for the teacher to use in helping students learn the keyboard and basic functions of the typewriter, develop good work habits, explore career opportunities and qualifications and acquire basic skill with alphabetic filing and spelling rules.

The one-quinmester course, the first of a series, is for a two-hour block of time each day with a total of 90 hours of instruction. This outline consists of five blocks of instruction which are subdivided into several units each.

Methodology includes the use of learning activity packages, instruction (or assignment) sheets, demonstrations, chalkboard presentations, discussions, applications, and guest speakers. Learning opportunities may be provided for individuals as well as for small and large groups.

The content of the course includes an investigation of various occupational opportunities in offices that are available to people with salable skills. In exploring these occupations and their requirements, the students are expected to become aware of their own aptitudes and desires for office training and future employment. Concomitant learning involves the procedures in finding and applying for a job.

Because typewriting is a basic office skill and much practice is required to develop a salable level of skill, a large proportion of classroom time is devoted to learning proper techniques, manipulating parts of the typewriter, and practicing the touch system of typing.

A knowledge of filing procedures is a valuable asset to clerical office workers. The use of this knowledge is not limited to file clerks. Following an introduction to alphabetic filing rules, students will practice

their application in simulated situations.

This outline was developed through the cooperative efforts of the instructional and supervisory personnel, the Quinmester Advisory Committee, and the Vocational Curriculum Materials Service, and has been approved by the Dade County Vocational Curriculum Committee.

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<b>I. TYPING (40-50 Hours)</b>	
Preparing To Type . . . . .	1
Manipulation of Operative Parts of a Typewriter . . . . .	1
Stroking Techniques . . . . .	2
Fundamental Skills of Typing . . . . .	2
Keyboard Mastery . . . . .	2
Tabulator Mechanism . . . . .	2
Developing Rhythm . . . . .	2
Building Accuracy and Speed . . . . .	2
Composition at the Typewriter . . . . .	3
<b>II. SPELLING AND BUSINESS VOCABULARY (10-20 Hours)</b>	
Spelling . . . . .	3
Dictionary and Reference Manuals . . . . .	3
Building Business Vocabulary . . . . .	3
<b>III. ALPHABETIC FILING (10-15 Hours)</b>	
Awareness of Filing Systems . . . . .	3
Drill on Rules for Alphabetic Filing . . . . .	3
Application of Alphabetic Filing Rules . . . . .	3
<b>IV. EXPLORATION OF OFFICE OCCUPATIONS (15-25 Hours)</b>	
Work Habits . . . . .	3
Personal Qualifications . . . . .	3
Job Categories in Offices - Skills Required . . . . .	3
Finding and Applying for a Job . . . . .	3
<b>V. QUINTESTER POST-TEST</b>	



## GOALS

The student must be able to demonstrate:

1. Knowledge of the typewriter keyboard (using the touch system), proper manipulation of the operative parts of the typewriter, ability to compose at the typewriter, correct use of the tabulator mechanism and good typing techniques.
2. Knowledge of basic business terms and ability to spell correctly.
3. Proficiency in alphabetizing and application of alphabetic filing rules.
4. Knowledge and understanding of the scope of career opportunities in the office and the ability to list qualifications and steps necessary in finding and applying for a job.

## SPECIFIC BLOCK OBJECTIVES

### BLOCK I - TYPING

The student must be able to:

1. Make basic machine adjustments, use good typing posture, type all keys by touch and use correct hand position and stroking techniques.
2. Return the carriage correctly.
3. Manipulate the operative parts of the typewriter.
4. Compose at the typewriter by responding with short answers (one or two words) to ten given simple questions.
5. Type a short sentence for one minute at a rate of at least 15 gross words a minute with no more than one error.
6. Use the tabulator mechanism and given tab settings for aligning columns of given four- or five-letter words.
7. Exhibit basic skill in composition at the typewriter by typing an understandable short sentence on a given topic.

### BLOCK II - SPELLING AND BUSINESS VOCABULARY

The student must be able to:

1. Spell with 95 percent accuracy 25 words selected from previous spelling studies.
2. Exhibit a knowledge of basic business terms by completing accurately an objective test covering the vocabulary studies during the course.

### BLOCK III - ALPHABETIC FILING

The student must be able to:

1. Show proficiency in alphabetizing given name lists.
2. Complete a simple problem in alphabetic filing.

### BLOCK IV - EXPLORATION OF OFFICE OCCUPATIONS

The student must be able to:

1. Show (through class conduct and attitude) an understanding for the necessity of developing good work habits.
2. Demonstrate recognition of his own potential for office employment by writing a short report on the skills and attitudes needed to qualify for an office job of his choice and by listing his qualifications for the job.
3. List at least 15 job categories related to office and distributive occupations.
4. List the steps necessary in finding and applying for a job.
5. Correctly and neatly fill out an application blank.

### BLOCK V - QUINMESTER POST-TEST

The student must be able to:

1. Satisfactorily complete the quinmester post-test.

## Course Outline

### VOCATIONAL OFFICE EDUCATION, CLERICAL - 7645 (Office Career Occupations No. 1)

Department 48 - Quin 7645.11

#### I. TYPING

##### A. Preparing To Type

1. Machine adjustments
  - a. Paper guide
  - b. Paper bail
  - c. Inserting and removing paper
2. Posture
  - a. Eyes
  - b. Body
  - c. Elbows
  - d. Wrists
  - e. Fingers
  - f. Feet
3. Hand position

##### B. Manipulation of Operative Parts of a Typewriter

1. Machine parts
  - a. Cylinder knobs
  - b. Space bar
  - c. Paper release
  - d. Line space regulator
  - e. Margin set(s)
  - f. Carriage release
  - g. Ratchet release
  - h. Carriage return
  - i. Carriage - or element carrier on IBM Selectric
  - j. Typing position scale
  - k. Paper guide and scale
  - l. Paper bail and scale
  - m. Cylinder or platen
  - n. Paper table
  - o. Backspace key
  - p. Ribbon control lever
  - q. Shift keys and shift lock
  - r. Tab set key
  - s. Tab clear key
  - t. Tab bar
  - u. Variable line spacer
  - v. Warning bell
  - w. Margin release
  - x. Printing point indicator
2. Care and maintenance of the typewriter
  - a. Protect platen by inserting paper before striking keys
  - b. Clear jammed keys
  - c. Center carriage at end of typing period

- C. Stroking Technique**
- D. Fundamental Skills of Typing**
  - 1. Size of type
    - a. Elite type - number of spaces to inch
    - b. Pica type - number of spaces to inch
  - 2. Size of paper
    - a. Number of horizontal spaces for elite or pica type
    - b. Number of vertical lines
    - c. Center - elite, pica
  - 3. Placement on standard paper
    - a. Horizontal
    - b. Vertical
    - c. Determination of center - pica or elite
  - 4. Computation of gross words a minute
    - a. Number of strokes per typewritten word
    - b. Number of typewritten words
    - c. Total words typed
  - 5. Vertical spacing
    - a. Single
    - b. Double
    - c. Triple
  - 6. Horizontal spacing
    - a. Between words.
    - b. Before and after marks of punctuation
      - (1) Within sentences
      - (2) At the end of sentences
    - c. Before and after symbols
    - d. With "key" and "made" fractions
- E. Keyboard Mastery**
  - 1. Home keys
  - 2. Letter keys
  - 3. Numbers
  - 4. Symbols
  - 5. Repeat action keys - electric typewriters
- F. Tabulator Mechanism**
  - 1. Use of tab clear key
    - a. Clearing individual stops
    - b. Clearing all stops at once
  - 2. Use of tab set key
  - 3. Use of tab bar
- G. Developing Rhythm**
- H. Building Accuracy and Speed**
  - 1. Warm-up drills
  - 2. Technique drills
  - 3. Speed drills
  - 4. Accuracy drills
  - 5. Concentration drills
  - 6. Remedial drills

## **I. TYPING (Contd.)**

- I. Composition at the Typewriter**
  - 1. One or two-word responses
  - 2. Short sentences
  - 3. Short paragraphs

## **II. SPELLING AND BUSINESS VOCABULARY**

- A. Spelling Hints**
  - 1. Steps in spelling improvement
  - 2. Word structure
  - 3. Syllabication and accent
  - 4. Capitalization
- B. Dictionary and Reference Manuals**
  - 1. Word meanings
  - 2. Effective use of reference sources
- C. Building Business Vocabulary**
  - 1. Recognizing and understanding business terms
  - 2. Spelling business terms correctly
  - 3. Using vocabulary notebooks

## **III. ALPHABETIC FILING**

- A. Awareness of Filing Systems**
- B. Drill on Rules for Alphabetic Filing**
- C. Application of Alphabetic Filing Rules**
  - 1. Name lists
  - 2. Filing projects

## **IV. EXPLORATION OF OFFICE OCCUPATIONS**

- A. Work Habits**
- B. Personal Qualifications**
  - 1. Grooming
  - 2. Attitudes
  - 3. Developing skills
  - 4. Following instructions
  - 5. Cooperating and working with others
- C. Job Categories in Offices - Skills Required**
- D. Finding and Applying for a Job**
  - 1. Applying for a Social Security number
  - 2. Requesting an interview

- a. By phone
- b. By letter
3. Preparing for the interview
4. Filling out an application blank
5. Personal data sheet

V. QUINMESTER POST-TEST

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11S-LP-1 Preparing To Type  
 11S-LP-2 E, H, Left Shift  
 11S-LP-3 I, T, Period  
 11S-LP-4 Reinforcement  
 11S-LP-5 U, C, Right Shift

11S-LP-6 R, O, Z  
 11S-LP-7 G, N, W  
 11S-LP-8 Reinforcement and Basic Tabulation  
 11S-LP-9 P, V, Comma  
 11S-LP-10 Q, M, X  
 11S-LP-11 V, B, Question Mark  
 11S-LP-12 8 and 1  
 11S-LP-13 Apostrophe, Exclamation Point, 4  
 11S-LP-14 2, 7, Dollar Sign  
 11S-LP-15 Quotation Marks, 6, Ampersand  
 11S-LP-16 Underscore, 3, 9  
 11S-LP-17 Number or Pound Sign, Left Parenthesis, 0  
 11S-LP-18 5, Right Parenthesis, Hyphen  
 11S-LP-19 Percent, Asterisk, Diagonal  
 11S-LP-20 Colon, One-Half, Cent  
 11S-LP-21 One-Fourth, @, Review

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 11J-LP-3 Deciding on an Occupation  
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A P P E N D I X

Quinmester Post-Test Sample

10/11

Quinmester Post-Test

Name \_\_\_\_\_ Date \_\_\_\_\_ Score \_\_\_\_\_

I. Tabulator Mechanism

Instructions - If you are using an elite typewriter, set your left margin at 15. If you are using a pica typewriter, set your left margin at 7. Plan your tab stops leaving 8 spaces between columns.

axle	broad	cutest	dances	every	four
goes	heart	inches	joyful	knife	long
make	names	obtain	parent	quiet	rule
star	those	unique	verify	watch	your
zone	this	typing	lesson	looks	good

II. Fundamental Skills

Instructions - Fill in the following blanks for questions 1-10.

1. How many spaces are there in a horizontal inch of pica type? \_\_\_\_\_
2. How many spaces are there in a horizontal inch of elite type? \_\_\_\_\_
3. How many spaces are there across a standard sheet of typing paper on a pica machine? \_\_\_\_\_
4. How many spaces are there across a standard sheet of typing paper on an elite machine? \_\_\_\_\_
5. A 50-space line of pica type is how many inches long? \_\_\_\_\_
6. A 60-space line of elite type is how many inches long? \_\_\_\_\_
7. To center a line of 60 spaces, how many spaces to the left of center of the paper should the left margin be set? \_\_\_\_\_
8. How many blank lines are there between two lines of single-spaced copy? \_\_\_\_\_
9. How many blank lines are there between two lines of double-spaced copy? \_\_\_\_\_
10. How many spaces are paragraphs usually indented? \_\_\_\_\_

Instructions - Insert the correct letter in the following blanks.

1. The carriage should be returned with:

- a. A quick wrist movement
- b. A slow, careful arm movement
- c. A deliberate, but slow movement

2. If the paper is inserted crooked, straighten it by using the:
  - a. Carriage release lever
  - b. Paper release lever
  - c. Line-lock release
  - d. Margin release
  
3. When typing a capital letter with the left hand, use the:
  - a. Tabulator bar
  - b. Right shift key
  - c. Margin set
  - d. Left shift key
  
4. How long is a sheet of standard typing paper:
  - a. 8 Inches
  - b. 10 Inches
  - c. 11 Inches
  - d. 14 Inches
  
5. In a vertical inch there are:
  - a. 10 Spaces
  - b. 12 Spaces
  - c. 18 Spaces
  - d. 6 Spaces

### III. Functions of the Operative Parts of the Typewriter

Instructions - Type in the blank spaces the name of the typewriter part that is needed to complete each statement below.

1. The \_\_\_\_\_ is used to free the carriage so you can move it by hand.
2. The \_\_\_\_\_ is used to move the carriage back one space at a time.
3. The \_\_\_\_\_ is the entire top moving section of the typewriter.
4. To return the carriage to a new line, use the \_\_\_\_\_.
5. The rubber roller around which the paper moves is the \_\_\_\_\_.
6. To loosen paper for straightening or removing, use the \_\_\_\_\_.
7. To make permanent vertical alignment changes, use the \_\_\_\_\_.
8. Use the \_\_\_\_\_ to remove tab stops from the typewriter.
9. The signal that indicates that you are near the end of your right margin is referred to as the \_\_\_\_\_.

10. To type a series of capital letters, depress the \_\_\_\_\_.
11. Depress the \_\_\_\_\_ to advance the carriage one space at a time.
12. To advance the carriage to points where tab stops have been set, depress the \_\_\_\_\_.
13. Use the \_\_\_\_\_ when a new line position is wanted temporarily as in the typing of 32° Fahrenheit.
14. To type outside your margin, depress the \_\_\_\_\_.
15. For double spacing, place the \_\_\_\_\_ on 2.
16. Use the \_\_\_\_\_ to roll the paper backwards.
17. The \_\_\_\_\_ holds the paper against the cylinder.
18. Use the \_\_\_\_\_ to capitalize a letter that is typed with the left hand.
19. If your typewriter has a two color ribbon, you could type in red by changing the \_\_\_\_\_.
20. Use the \_\_\_\_\_ to place tab stops at specific points along the carriage.

#### IV. Filing

- A. Instructions - Write each of the following names in correct indexing form on a separate 3 x 5 card. The number before the name is to be placed in the upper right corner. Alphabetize the cards.

- |                     |                      |
|---------------------|----------------------|
| 1. Dorothy S. Damar | 6. Brown             |
| 2. Samuel Abbey     | 7. Fred Da Mato      |
| 3. Martin Brown     | 8. Frederick D'Amato |
| 4. Dorothy Damar    | 9. Thomas Browne     |
| 5. Philip Abbey     | 10. M. Brown         |

- B. Instructions - Circle the letter of the correct answer.

Which name is filed last?

- |                             |   |
|-----------------------------|---|
| 1. a. 500 Part Lane Club    | 3. a. J. B. Wright, Sr.                   |
| b. Fouraster Sporting Goods | b. J. B. Wright, IV                       |
| c. 84th Street Garage       | c. J. B. Wright, III                      |
| d. 400 Market Enterprises   | d. J. B. Wright, Jr.                      |
| 2. a. Norman Bowen          | 4. a. United States Division<br>of Health |
| b. Paul Ronald              | b. Federal Bureau of Welfare              |
| c. Donald Quinn             | c. U.S. Dept. of Public Works             |
| d. Harry Edwards            | d. Underhill Machine Co.                  |

- |                                    |   |
|------------------------------------|---|
| 5. a. Dominion of Canada           | 9. a. G. Bernard Jones                  |
| b. Republic of Paraguay            | b. Geo. B. Jones                        |
| c. Kingdom of Sweden               | c. Geo. Bernard Jones                   |
| d. Republic of France              | d. George B. Jones                      |
| 6. a. Jim St. Vincent              | 10. a. Judy Mason                       |
| b. Henry Spaulding                 | b. Father Paul                          |
| c. Dean L. Schaeffer               | c. Larry O'Neil                         |
| d. Louis R. Spangler               | d. Robert Jenson                        |
| 7. a. Walter Keller                | 11. a. Abbie Vestollotti                |
| b. Wm. Keller                      | b. Sweet William                        |
| c. Yolanda Johnson                 | c. Bill Thomas                          |
| d. Willis Keller                   | d. Yancy Jones                          |
| 8. a. Joe's Garage, 204 E. 3 St.   | 12. a. Paul S. Bellson                  |
| b. Joe's Garage, 1102 East 102 St  | b. Sara D. Jameson                      |
| c. Joe's Garage, 1715 East 60 St   | c. Nicholas W. Johnson                  |
| d. Joe's Garage, 117 East Third St | d. Nick Johnson (real name is Nicholas) |

#### V. Spelling and Business Vocabulary

The unit on spelling and business terminology is based on individual teacher choice. The test is a teacher-made instrument which should include selected words and terms that would determine the student's progress.

#### VI. Exploration of Office Occupations

The exploration of office occupations has been based on a variety of subject matter. Students will be evaluated by the teacher on individual career notebooks due at the completion of the unit. Some of the items that should be contained in the notebooks are the following: (1) a short report on the general qualifications, skills, attitudes, and personal traits needed for successful office employment, (2) a listing of job categories with descriptions of duties and skills involved, (3) a personal data sheet, (4) a completed application blank, (5) newspaper ads for a variety of office jobs, (6) Information on current salary scales, labor laws, etc., (7) pictures illustrating business pursuits. The notebooks are an excellent means of assessing the students' knowledge and total concept of career opportunities in the office.



ANSWER KEY TO QUINMESTER POST-TEST

I. Elite copy will look like this:

15	27	40	54	68	81
axle	broad	cutest	dances	every	four
goes	heart	inches	joyful	knife	long
make	names	obtain	parent	quiet	rule
star	those	unique	verify	watch	your
zone	this	typing	lesson	looks	good

- II. A. 1. 10  
2. 12  
3. 85  
4. 102  
5. 5  
6. 5  
7. 30  
8. None  
9. 1  
10. 5
- B. 1. a  
2. b  
3. b  
4. c  
5. d

- III. 1. Carriage release  
2. Backspace key  
3. Carriage  
4. Carriage return  
5. Cylinder (or platen)  
6. Paper release  
7. Variable line spacer  
8. Tab clear  
9. Warning bell  
10. Shift lock  
11. Space bar  
12. Tab bar  
13. Ratchet release (line finder)  
14. Margin release  
15. Line space regulator  
16. Cylinder knob  
17. Paper bail  
18. Right shift key  
19. Ribbon control lever  
20. Tab set key

IV. A. 5

2

6

10

3

B. 1. d

2. b

3. c

4. b

5. c

6. b

9

4

1

7

8

7. d

8. a

9. c

10. c

11. b

12. c