

*Secretarial  
Science*

**WATERLOO COLLEGE**

*and Associate Faculties*

**WATERLOO, ONTARIO, CANADA**



# *Secretarial Science*

A three-year Bachelor of Arts degree course was first offered at Waterloo College in September, 1954. This College is one of the few Universities in Canada which make such a high-level course available.

Registration in this course is limited to 20 to provide the maximum instruction for each student.

## ADMISSION REQUIREMENTS

An average of 60% in English, another language, Latin or two Mathematics, and three other papers, at the Grade XIII level.

## AWARDS

### MATRICULATION SCHOLARSHIP

Scholarship in Secretarial Science, awarded on the following six papers: English (2 papers), either French, Spanish, or German (2 papers), and two elective papers.

One Hundred Dollars a year — a total of \$300.

### SECOND YEAR —

Book prize for best student in Shorthand and Typewriting.

### THIRD YEAR —

Canadian Business and Professional Women's Club of Kitchener-Waterloo — Bursary for \$100 to the most deserving student entering her final year.

### GRADUATION —

Sir Isaac Pitman & Sons (Canada) Ltd. — Silver Cup for best student in Secretarial Science subjects.





◀ In addition to daily classes in Shorthand, students gain practical experience by taking dictation from faculty members. ▶

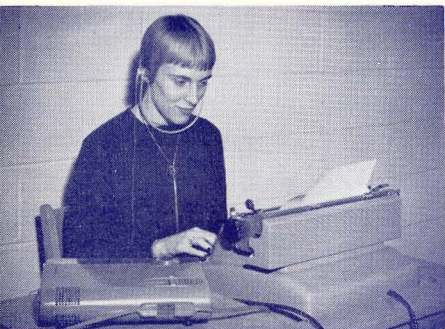
Duplicating by the "Direct Process" or fluid method is mastered in the Junior year.



Through the use of various types of dictation machines, students are trained in the techniques of dictation.



Stencils prepared on the typewriter or "scope" are duplicated in one or more colors.



◀ Transcription is done either from shorthand or from material dictated on any machine — tape, disc, or belt. ▶

Telephone personality, developed through training on, and operation of a P.B.X. is invaluable to the private secretary in her contacts with people.



The type of work done by the various makes of adding-listing machines is evaluated and compared.



A daily chapel service, classes in religious knowledge, fine music, literary opportunities are all available.



# *Academic Courses*

## FIRST YEAR

BUSINESS 20 — An introduction to business organization.

ENGLISH 20 — General literature (selections from Chaucer, Shakespeare, Johnson, Donne, etc.,) and a study of composition.

ENGLISH 29 — Public Speaking.

HEALTH LECTURES (1 term) — General medical knowledge.

PHYSICAL EDUCATION — Instruction in badminton, basketball, etc. At least one athletic activity each term.

LIBRARY SCIENCE — Use of books, periodicals and libraries. (1 term)

SCIENCE SURVEY COURSE — ONE of:

ZOOLOGY 20 — The principles of animal biology.

BOTANY 20 — General principles.

or

GEOLOGY 20 — An introductory course.

MODERN LANGUAGE — ONE of:

FRENCH 20 — Grammar, Oral, etc.

GERMAN 10 or 20 — Composition, grammar, translation, etc.

or

SPANISH 1-10 or 20 — Composition, translation, etc.

## SECOND YEAR

ECONOMICS 20 — Introduction to Economics.

ENGLISH 35 — Essays, plays and prose from English and Greek Literature. Composition.

PSYCHOLOGY 20 — Introduction to Psychology.

MODERN LANGUAGE — ONE of:

FRENCH 33 — Commercial French — Business correspondence, transactions, etc.

GERMAN 20 or 30 — German literature, conversation, grammar, etc.

or

SPANISH 20 or 30 — Spanish drama, readings, etc.

## THIRD YEAR

ENGLISH 32 — Literature of the 19th Century.

or

ENGLISH 38 — Literature of the United States and Canada.

or

ENGLISH 49 — Recent Literature in English — prose and poetry.

HISTORY 3 — History of Canada.

MODERN LANGUAGE — ONE of:

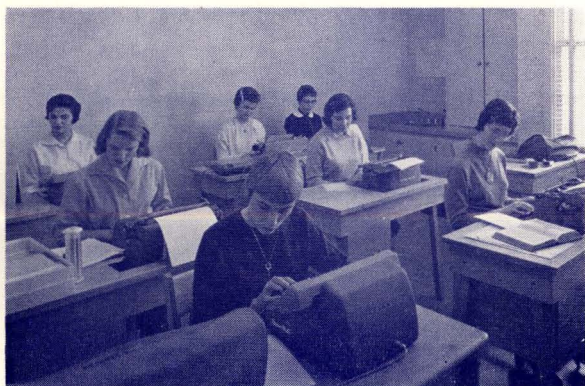
FRENCH 43 — Commercial French — advanced.

GERMAN 30 or 40 — Prose, composition, conversation, grammar.

SPANISH 30 or 40 — Modern contemporary prose, lectures and reports.



Students learn the art of organizing the daily duties of an office, and of directing the job performance of individual workers.



A work-experience program is carried on in the Office Practice laboratory where the most up-to-date office equipment is used. Experience of wide variety, in addition to routine assignments, are available here, for example, the typing of technical matter, complicated mathematics and chemistry problems, any foreign language, special display work or tabulated material, and the preparation of reports resulting from research work.

### OFFICE PRACTICE LECTURES

Juniors study the office situation from the secretary's point of view, stressing her duties and responsibilities, and her personal qualifications.

Seniors study the office situation from management's point of view, stressing such phases as office controls, work simplification, work measurement and standards, job analysis, personnel selection, office layout, and mechanization.

# *Secretarial Science Courses*

## **FIRST YEAR**

**SHORTHAND** — Theory and dictation of simple vocabulary to a speed of 60 words a minute.

**TYPEWRITING** — (a) Beginning typewriting and speed writing.

(b) Timed writings, transcription of shorthand notes, various styles of business letters, manuscripts, table and graph work.

## **SECOND YEAR**

**ACCOUNTING** — An introductory course covering the full bookkeeping cycle, financial statements, various types of proprietorship, negotiable paper, etc.

**OFFICE PRACTICE** — Filing, payroll work, duplicating processes and general office routine.

**SHORTHAND** — More advanced theory and vocabulary with speed up to 100 words a minute.

**TYPEWRITING** — Speed up to 45 words a minute, transcription of shorthand notes, typing of letters, graphs and financial statements.

## **THIRD YEAR**

**OFFICE PRACTICE** — Fifteen hours each week of actual office work experience.

**SHORTHAND** — Speed up to 130 words a minute on advanced materials, such as minutes of company meetings and financial reports.

**TYPEWRITING** — Speed up to 60 words a minute. Preparing advanced material such as prospectuses, complicated tables, graphs, etc.



## **EMPLOYMENT OPPORTUNITIES**

Positions at the stenographic-secretary or private secretary level which could lead to that of executive secretary. Openings are available in professional offices, any branch of industry or government — in Canada or abroad.

Teaching on the Secondary School level. A summer course of ten weeks or a full year at the Ontario College of Education is required prior to taking such a position.



## *Extra-Curricular Activities*

Conrad Hall



Dance



P. & G. Show



Athletics



Phi Delta Pi

