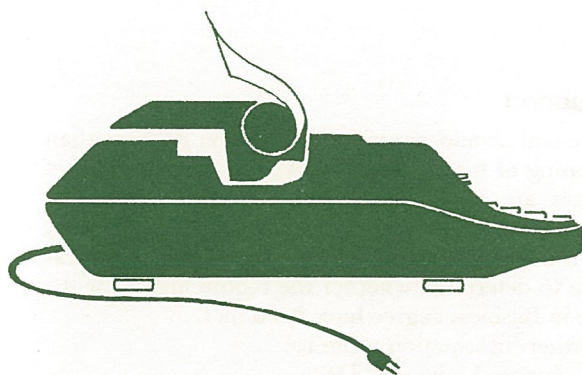


Associate in Business Degree



Specializations

Executive Secretary

Legal Secretary

Medical Secretary

The secretarial curricula at the Vocational-Technical Institute provides three areas of specialization: Executive Secretarial, Medical Secretarial and Legal Secretarial. Each of these programs are of two years duration and lead to the Associate in Business Degree. Each program requires intensive training in the secretarial skills and is further enriched through a required sequence of study in English composition, business correspondence, speech, physiology, government and mathematics. Each student is assigned to an adviser representing his major field of study. The adviser will counsel students on course requirements, scholastic standards and proper scheduling of classes to ensure placement in course sequences at the appropriate skill level which will assure each student an opportunity to acquire the highest technical competence.

Career Opportunities

There has been a constant shortage of adequately trained secretaries since 1942. As a result of this shortage there is a great demand for private, executive, legal and medical secretaries. Employers are expressing a greater preference for the better-trained, more mature person who can assume responsibility. The secretary's position is distinguished from that of the stenographer in that the secretary has more responsibility; she spends less time performing routine stenographic duties and is given more

frequent opportunity to use her initiative and judgment. There is practically no limit on promotions and the salary range has unlimited possibilities for the secretary who possesses the skills and the qualities of judgment, poise, and academic training.

High School Preparation

A good high school record is very important to students who wish to continue in college. Two areas of difficulty for incoming college freshmen are courses in English and mathematics. A good foundation in English is essential for those students who wish to pursue a secretarial career. It is helpful, though not required, that a student entering the secretarial program have taken some typing and shorthand in high school or elsewhere. Beginning courses are offered for those students who have not had shorthand or typewriting. Students who have completed one or more courses in skill subjects, such as shorthand and typewriting, will be assisted by their adviser to ensure placement in course sequences at the appropriate skill level.

Areas of Instruction

Students entering the executive secretarial program of study will receive intensive training in the secretarial skills, office practice and procedures, office machines, business vocabulary, secretarial accounting, and mathematics, along with the required sequence of courses in General Studies.

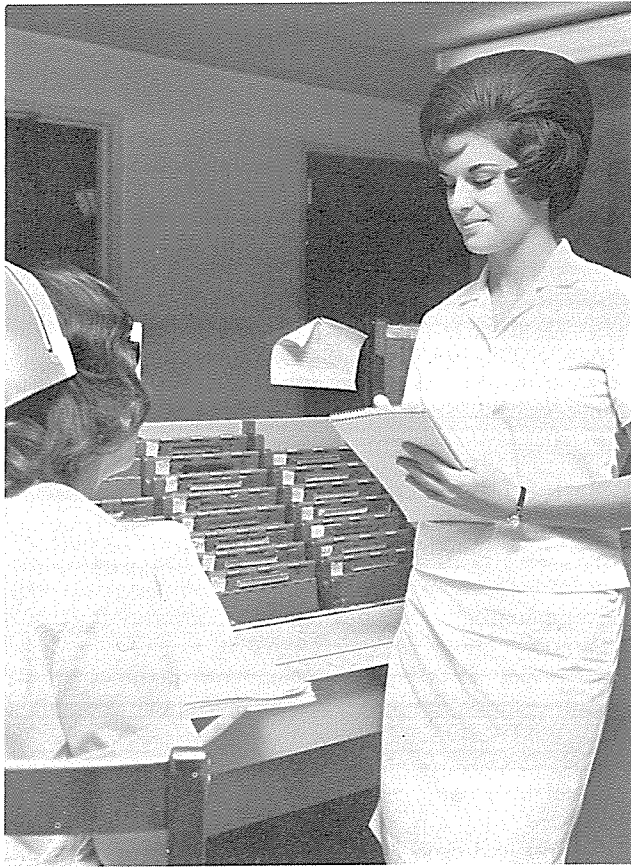
Students who choose the legal secretarial program of study will also receive intensive training in the secretarial skills, office practice and procedures, office machines, secretarial accounting, and such specialized courses as business law, courses in law-office routines and legal knowledge, and legal dictation and transcription along with the required sequence of courses in General Studies.



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Students who wish to pursue the medical secretarial program of study will likewise receive intensive training in the secretarial skills, office practice and procedures, office machines, secretarial accounting and such specialized courses as medical dictation and transcription, physiology and anatomy along with the required sequence of courses in General Studies.



Medical Secretarial

Procedure for Entering the Program

A student must be officially admitted to the University before registering for classes. The student, to be permitted to attend classes at Southern Illinois University, must have completed registration, which includes admission, advisement, sectioning, and payment of fees.

Admission policies for undergraduate students are stated in the Undergraduate Catalog. Inquiries concerning admission should be directed to the Admissions Office at Carbondale. Applications for admission are accepted any time during the calendar year but should be initiated in ample time to permit the necessary work of processing to be completed.

Placement Services

The Vocational-Technical Institute works closely with the University's Placement Services for students and alumni. No charge is made for this service. Graduates are advised concerning employment opportunities in the fields for which they have studied and Placement Services endeavors to arrange interviews and placement which is satisfactory to both the employer and the graduate.

Graduation

The student should apply for graduation no later than the beginning of his last quarter. At this time his courses and grades are reviewed by the Registrar's Office to determine whether the requirements of the University have been met and by the Technical and Adult Education office to determine whether the requirements for the Associate in Business degree have been met.

For further information write to:

E. J. Simon, University Dean
Division of Technical and Adult Education
Southern Illinois University
Carbondale, Illinois 62901



Legal Secretarial

CURRICULUM SERIES NUMBER 116C, issued by Central Publications, Southern Illinois University. This series is intended as a guide to prospective students of Southern Illinois University in choosing a career and selecting a course of study leading to the realization of a chosen career. Other folders in this new series will be issued intermittently and will be sent on request as they become available. Numerical coding will be followed by C (Carbondale Campus), E (Edwardsville Campus) for courses of study offered on one campus. Absence of C or E denotes offerings on both campuses. For additional copies of this series, class schedules, or other bulletins, write to Central Publications, Southern Illinois University, Carbondale, Illinois 62901.