**Office Management Timeline** **(ANSWER KEY)**

* Scribes were key to the administrative and legislative aspects of many societies.
* The role of the scribe became important in castes or administrative classes within societies.
* Secretaries in Rome were usually educated men who took dictation (prior to the Roman empire).
* Sir Isaac Pitman founded a school where students could qualify as shorthand writers. Only male students could attend. (1870)
* First numerical keyboard for punching cards for tabulating machines developed by Herman Hollerith. (1901)
* Job of secretary became associated in North America and Europe almost exclusively with women. (1910)
* Katharine Gibbs founded a secretarial school to provide professional secretarial training to young women. (1911)
* Corona makes a portable manual typewriter. (1912)
* The role of secretary became primarily associated with women, as men went off to WWI. (1914)
* The first class of women systems service workers graduate from IBM. (1935)
* The National Secretaries Association was created and later called the International Association of Administrative Professionals. (1942)
* The first standardized test for office workers, called the Certified Professional Secretaries (CPS) exam, was administered. (1951)
* Secretary’s Day was created to recognize the hard work of the office staff. (1952)
* Women make up 38% of the labor force and 97.8% of the secretarial force. (1970)
* The first practical typewriter was manufactured by Remington. (1973)
* 4 out of 5 clerical jobs belong to women. (1990)
* There are 4.9 million secretaries, stenographers, and typists in the United States. (1993)