**Office Management Timeline**

The following events played an important role in shaping the role of office management throughout history and today.

**Directions:** On a separate sheet of paper, write the following events in chronological order.

* Scribes played a key role in the administrative and legislative aspects of many societies.
* The role of the scribe became important in castes or administrative classes within societies.
* Job of secretary became associated in North America and Europe almost exclusively with women. (1910)
* The first practical typewriter was manufactured by Remington. (1973)
* 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)
* There are 4.9 million secretaries, stenographers, and typists in the United States.
* The role of secretary became primarily associated with women, as men went off to WWI.
* 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)
* First numerical keyboard for punching cards for tabulating machines developed by Herman Hollerith.
* Katharine Gibbs founded a secretarial school to provide professional secretarial training to young women.
* Four out of five clerical jobs belong to women.
* Corona makes a portable manual.
* The first class of women systems service workers graduate from IBM.
* Women make up 38% of the labor force and 97.8% of the secretarial force.