

STATE OF MAINE

Department of Personnel

11 March 1976

PERSONNEL MEMORANDUM 2-76

To: All Department Heads

Subject: Clerical Training Program for Current State Employees

The Department of Personnel is pleased to announce the beginning of another cycle in the clerical training program for current state employees. This cycle is scheduled to start on or about April 5, 1976 and will continue for approximately three (3) months. The classes are sponsored by the Public Service Careers Program, and will be held in its classroom located in Room 600 in the State Office Building.

Registration forms for class enrollment may be obtained by sending a brief memo to Director, Public Service Careers Program, State Department of Personnel. Please indicate the number of forms required and the department and supervisor to whom they should be forwarded. All registration forms should be returned no later than March 26, 1976 in order to ensure training supplies for all students.

A nominal fee will be charged for each course to cover the cost of expendable materials. The fee for each course is indicated in the attached material, along with the course description. The Public Service Careers Program will bill the employing agency at the mid-point of the cycle.

RICHARD W. TRIPP

Assistant Director of Personnel

MAY BE REPRODUCED LOCALLY TO MEET DISTRIBUTION NEEDS.

RWT/REC/avd

BEGINNING-INTERMEDIATE STENO

4 hours per week

The course will require from one to two hours of study per night in preparation for each class. Projected steno speed 60-80 w.p.m. Offered Monday, Tuesday, Thursday and Friday from 11:00 to 12:00, or Monday, Tuesday, Thursday, Friday from 1:00 to 2:00. Cost of materials: \$20.00

ADVANCED STENO

2 hours per week

3 month duration

Training centers around speed development and accurate transcription through the use of Gregg Shorthand Speed Development Tapes. Emphasis is placed on good mailable copy which encourages the development of steno skills in organizing letters and checking for acceptable mailing. Projected steno speed 80-130 w.p.m. Offered Monday and Friday from 9:00 to 10:00. Cost of materials: \$9.00

BEGINNING TYPING

3 hours per week

Training begins with a familiarity with the typewriter, centering, tabulation, and letters. The Educational Development Keyboard Introduction and Skill Development Book is used. Anticipated minimum typing speed 25-35 w.p.m. Offered on Monday, Wednesday and Friday from 10:00 to 11:00. Cost of materials: \$9.00

ADVANCED TYPING

3 hours per week

Training starts with a review of the typewriter parts. Additional training begins with speed and accuracy improvement. Students learn to center headings and tables, business letter styles, memorandums, and correct placement and spacing within each writing style. Projected speed 40-55 w.p.m. Offered Tuesday, Wednesday and Thursday from 9:00 to 10:00 or Monday, Wednesday and Friday from 8:00 to 9:00. Cost of materials: \$9.00

BUSINESS ENGLISH

2 hours per week

Training concentrates on punctuation skills, capitalization, expression of numbers and abbreviations, and spelling contained in an English-Style Skill Builder Kit. If necessary, additional reference material in English Usage is used. Offered on Tuesday and Thursday from 8:00 to 9:00. Cost of materials: Skill Builder, \$7.00 and English Usage, \$8.50

BUSINESS MATH

2 hours per week

Training begins with the programmed material which concentrates on fractions, decimals, measurement, and personal math. Additional material is provided in algebra, geometry, trigonometry, and college math. Offered on Monday and Thursday from 12:00 to 1:00. Cost of materials: \$3.00 per book, with a maximum of ten (10) books being used.

FILING

2 hours per week

The training centers around the following filing systems: alphabetic, subject, geographic, numeric, and soundex. The student learns the basic theory behind setting up and maintaining each system, and is given extra help through the use of Filing Films. Offered on Tuesday and Thursday from 11:00 to 12:00. Cost of materials: \$11.00

ADVANCED OFFICE PRACTICE

2 hours per week

6 week duration

This course is designed primarily for upper echelon clerical employees. Training begins with a study of office etiquette, telephone communications, and proper receptionist techniques. The student learns correct typing of memorandums and letters, and format and punctuation in business letter writing. The student also will be taught basic filing procedures. Offered on Tuesday and Thursday from 10:00 to 11:00. Cost of materials: \$15.00 (approximately).

All days and times indicated here are tentative. Classes are set up for the convenience of the greatest number of enrollees. Each class member will be notified of a definite class schedule by the classroom teacher, Mrs. Trask, before the first class meeting. All classes are held during the State working day.

Cost of materials will be paid for by the approving agency, and not by the student.