

Sault College of Applied Arts and Technology sault ste. marie

Course Outline

EXECUTIVE SECRETARIAL
OFFICE PROCEDURES

SPR224-9

Instructor: Margaret Simpson

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revised September 1979

EXECUTIVE SECRETARIAL

OFFICE PROCEDURES
SEMESTER III

MATERIALS REQUIRED:

- Simulated Office Situations for Secretarial Procedures and Administration, Revised June 1979 (bound in duo-tangs and for sale in Sault College Campus Shop)
- Desk Manual for Dynamics Incorporated)
1 bound in duo-tangs and for
- Departments of a Business j sale in Campus Shop
 - Accounting
 - Personnel
 - Purchasing
 - Office Pool
 - Sales
- Statistical Typing by Wanous
- Reference Manual for Secretaries and Typists, by Sabin, Canadian ed.
- Typing Power Drills, Lloyd, Rowe, Winger, Canadian ed.
- Office Procedures 2000, by Westgate
- typing paper (NOT CORRASABLE BOND!)
- carbon paper
- manilla file folders (8-1/2 by 11)
- typewriter eraser
- dictionary
- perpetual diary
- pads of stationery for Dynamics, Incorporated: letterhead
interoffice memos, full
sheets and 1/2 sheets
envelopes

STUDENTS WILL COMPLETE THE ATTACHED OBJECTIVES PRIOR TO THE END OF SEMESTER III AND IN ADDITION, THE FOLLOWING MUST BE ACCOMPLISHED:

1. Typing speed of 55 wpm with a maximum of three errors.
2. Working in Secretarial Centre as scheduled.
3. Training on the power typing equipment in Centre, as scheduled.

EXECUTIVE SECRETARIAL

OFFICE PROCEDURES
SEMESTER III

GRADING

Simulated Office Situations

S.O.S. #1	15%
S.O.S. #2	15%
S.O.S. #6	15%
S.O.S. #7	25%

Departments

Accounting	10%
Office Pool	10%
Personnel	10%

Quizzes

Quiz #1	10%
Quiz #2	10%
Quiz #3	10%
Quiz #4	10%

Tests

Test #1	20%
Test #2	20%

Binder	20%
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- Student will keep perfect copies of completed Simulated Office Situations and Departments in a binder. This will be submitted for grading once per semester.

THERE WILL BE A PENALTY OF FIVE MARKS PER DAY FOR ANY ASSIGNMENT SUBMITTED LATER THAN THE DAY DESIGNATED

EXECUTIVE OFFICE PROCEDURES

SEMESTER III

FOLLOWING ARE THE OBJECTIVES TO BE COMPLETED, WITH APPROXIMATE TIME PERIODS:

Week One

- Student will be familiarized with the course 1 pd.
- Individual files will be set up by students 2 pds.
- Drills and timed writing 1 pd.
- *^ Preparation of an organizational chart 2 pds,
- Quiz #1 1 pd.
- Student will become familiar with material required to complete S.O.S. #1 - "The Secretarial Profession" 1 pd.

Week Two

- S.O.S. #1 4 pds.
- Drills and timed writing 1 pd.
- Review and practical work on duplicating machines 3 pds,

Week Three

- Student will become familiar with material required to complete S.O.S. #2 - "Copying and Duplicating" 1 pd.
- Drills and timed writing 1 pd.
- Quiz #2 1 pd.
- S.O.S. #2 5 pds.

Week Four

- Completion of S.O.S. #2 2 pds,
- Drills and timed writing 1 pd.
- Student will complete assignment on an Accounting Dept. 5 pds.

Week Five

- Student will become familiar with making travel arrangements and with arranging meetings 1 pd.
- Drills and timed writing 1 pd.
- Student will complete an extensive "Travel" assignment 6 pds.

Week Six

- Quiz #3 1 pd.
- Drills and timed writing 1 pd.
- Test #1 2 pds,
- S.O.S. #6 - "Assisting with Travel and Conferences" 4 pds,

Week Seven

- Completion of S.O.S. #6 5 pds,
- Drills and timed writing 1 pd.
- Work on redoing of any necessary binder material 2 pds.

Week Eight

- Student will complete an assignment dealing with an Office Pool 7 pds,
- Drills and timed writing 1 pd.

Week Nine

- Speaker or Tour 2 pds.
- Drills and timed writing 1 pd.
- Student will be introduced to the preparation of Business Reports 1 p^*
- Quiz #4 1 pd.
- S.O.S. #7 - "Organizing Business Data" 3 pds.

Week Ten

- Completion of S.O.S. #7 8 pds.

Week Eleven

- Student will complete an assignment dealing with a Personnel Department 7 pds.
- Drills and timed writing 1 pd.

Week Twelve

- Test #2 2 pds.
- Drills and timed writing 1 pd.
- Case Study 2 pds,
- Work periods (for binder) 3 pds,

Week Thirteen

- Speaker or Tour 2 pds,
- Drills and timed writing 1 pd.
- Review 2 .pds.

Week Fourteen

- Student will update files (remove semester III material and prepare files for semester IV) 3 pds,
- Drills and timed writing 1 pd.
- Overview of semester IV 2 pds.
- Letters to employers for career experience 2 pds,