

Sault College of Applied Arts and Technology sault ste. marie.

Course Outline

OFFICE PROCEDURES

SPR119-2

revised

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PREPARED BY: Elsie Lalonde
Marg Simpson

OFFICE PROCEDURES OBJECTIVES SPR119-2

- TEXT: Modern Office Procedures (2nd Edition)
G. A. Reid (Author)
Pitman Publishing (Div. of Copp Clark Limited)
- WORKING PAPERS: Modern Office Procedures
(Chapters 1-12 & 13-23)
- MATERIALS Typing Paper (Bond)
Correction Materials (eraser, taperase, or
correction fluid)
Carbon Paper
3-ring lined paper for notes
Dictionary (current, advanced vocabulary level
suggest you check Campus Bookstore
for recommended level)
- COURSE STRUCTURE: (2) 50-min. periods per week
You will be expected to be "on time" for all
classes.
Course will be a combination of:
lectures
demonstrations
speakers
video/slide/film presentations
"hands-on" application of material
- EVALUATION: Percentage breakdown for test-quiz evaluation
as shown on course breakdown (see page 3).
- REWRITE:
1. Quiz rewrites will be held on the last week
of the month (dates to be determined by
instructors once timetables are set).
Unless authorized by instructor rewrites
must be taken in the same month as the
original test to qualify.
Rewrites will be required for:
 - (a) missed class quizzes - test will be
downgraded one grade from rewrite
mark attained
 - (b) quizzes where marks are below 60% - maxi-
mum grade on rewrite 60% regardless of
mark obtained
 2. Exam (end-of-semester) - 80% attendance
required to be eligible for rewrite privilege
(equal to maximum of three periods absent).

EVALUATION:
(continued)

ALL REWRITES WILL BE HELD OUTSIDE REGULAR CLASS TIME. FAILURE TO ATTEND REWRITE SESSIONS WILL RESULT IN THE FOLLOWING:

- (a) If you have written but failed a quiz or exam - failure mark will hold.
- (b) If you have missed a quiz because of class absenteeism you will receive an "I" (u%) for the applicable quiz.
- (c) If you have missed the final exam (same as "b").

MARKING
SCALE:

A	=	85 - 100%
B	=	70 - 84%
C	=	60 - 69%
I	=	below 60% (rewrite privileges only as specified under EVALUATION)
R		below 60% on overall final course average ("failure" - student must repeat course)

COURSE BREAKDOWN:

WEEK	DATE*	CH	TOPIC	QUIZ	EXAM
1			Review Objectives		
		1	Office Standards & Careers	5%	
2		2	Business Letters	5%	
3		4	Copying and Duplicating Process (AV Presentation re Duplicating)		
			Postal Services (speaker & practical application)	5%	
5					
6			Telephone Services (including film 8s slides)	5%	
7			Practical on Telephone Services	5%	
8		7	Telecommunication Services	5%	
9		8	Principles of Data Processing (including speaker)	5%	
10			Filing Systems and Procedures		
11				5%	
12		10	Banking Services	5%	
13		11	Organization and Operation of a Business	5%	
14			Accounting Routines and Forms	5%	
15		12	END OF SEMESTER TEST CChapters 1-12 excluding Ch. 3)		45%
16			Transportation of Goods		
		13			

instructor may provide. Note - sequence changes may be necessary to accommodate speakers, holidays falling within school year, etc.

** this test mark will be carried over to Semester II.