

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

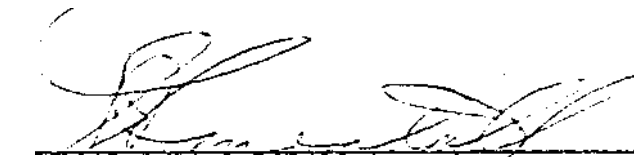
COURSE OUTLINE

Course Title: SECRETARIAL ARTS - COMMON  
Code No.: SPR 119-2  
Program: OFFICE PROCEDURES  
Semester: FIRST  
Date: SEPTEMBER 1, 1983  
Author: ELSIE LALONDE

New:

Revision:

APPROVED:

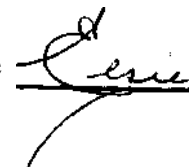
  
^Chairperson

Date

DELIVERED TO STUDENTS - see student signatures and class list attached.

1933 09 23  
CLASS - A,B,C

Elsie Lalonde

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NOTE: SPR 119-2 IS A PREREQUISITE TO ANY 2-YEAR LEVEL OFFICE PROCEDURES OFFERING.

SECRETARIAL ARTS - COMMON

OFFICE PROCEDURES

Semester 1

SPR119-2

OBJECTIVES

1. Student will understand how a knowledge of office procedures can assist one both in the work environment and personal life.
2. Students will understand the role of office procedures in business.
3. Students will gain an understanding of office procedures as it applies to both the "traditional" and the "electronic" office.
4. Students will gain an understanding of the tasks common to all offices as well as specific tasks performed by specialized departments common to large organizations.

AREAS TO BE COVERED:

CHAPTER

1	Introduction to Canadian Office Procedures
2	Introduction to the Line Office
4	Person-to-Electronic Device-to-Person Communication
5	Person-to-Paper-to-Person Communication: Memoranda
6	Person-to-Paper-to-Person Communication: The Business Letter
7	Person-to-Paper-to-Person Communication: Reports
8	Records Storage
9	Reprographics
10	Office Organization
11	Reception, Switchboard and Telecommunications
12	The Personnel Office

EVALUATION:

Tests (4 - approx. 1/mo.) = 80%  
Class Work (as assigned) = .20%

\*Missed Tests - downgraded 10 points

\*can only be made up if prior authorization has been obtained from instructor; otherwise, 0% will apply.

REWRITES - there will be no rewrites

OFFICE PROCEDURES  
Semester 1  
SPR119-2

MARKING SCALE:

A = 85% - 100% )  
B = 70% - 84% ) applies to tests and final average  
C = 60% - 69% )  
R = below 60% applies to final average only

COURSE STRUCTURE:

- (1) 50 min. lecture class (lectures/demonstrations/  
speakers/films/slide/video)
- (2) 50 min. back-to-back "hands on" lab classes

MATERIALS REQUIRED:

Text:

THE CANADIAN OFFICE TODAY  
Loise Tarnai  
Publisher: John Wiley & Sons

Working Papers: correlated to above

General Supplies:

Typing Paper (Bond)  
Correction Materials (eraser, taperase or correction  
fluid)  
Onionskin  
Carbon Paper  
3-ring note paper  
3-ring binder (or section of a large one)  
Dictionary - check with Campus Bookstore for  
college-recommended level