

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY  
SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Outline: EXECUTIVE OFFICE PROCEDURES

Code No. SPR 224

Program: EXECUTIVE SECRETARIAL

Semester: THREE

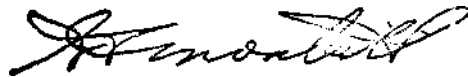
Date; SEPTEMBER, 1983

Author; M. SIMPSON

New:

Revision:

APPROVED:



Chairperson

Date

CALENDAR DESCRIPTION

EXECUTIVE OFFICE PROCEDURES

Course Name

SPR ??d

Course Number

PRE-REQUISITE(S);

Pre-requisite for SPR 224 is TYP 120 and SPR 119

Pre-requisite for SPR 225 is SPR 224

TEXTBOOK(S):

Executive Secretarial Procedures

2nd Canadian Edition by Place, Byers, et al, 1981, McGraw Hill

In-baskets and stationery packets for above.

It's All Rough Draft

by Sanderson, 1980, McGraw-Hill

MATERIALS:

- carbon paper
- typing paper (not corrasable bond)
- newsprint (for file copies)
- onion skin (for copies being distributed)
- manilla file folders (8 1/2 x 11)
- file labels
- erasing material
- perpetual diary

TYPING SPEEDS:

Timed writings will be given approximately once per week. Remedial drills will be assigned as needed to assure that student achieves the speed and accuracy as outlined below. Speed is based on a 5-minute timed writing and is a gross score. Only timings with five errors or fewer will be accepted. Student must have a minimum of three at required speed per semester.

SUGGESTED TYPING SPEED:

Mid-term Semester III	- 52 g.w.p.m.
End of Semester III	- 55 g.w.p.m.
Mid-term Semester IV	- 57 g.w.p.m.
End of Semester IV	- 60 g.w.p.m.

**ROUGH DRAFT TYPING:**

This is a timed production class and will be done one period per week. No allowance will be made for out-of-class work for rough draft production.

Marks are determined as follows:

<u>Mid-Term</u>		End of Semester	
Test	80%	Tests	60%
Rough Draft	10%	Rough Draft	10%
Timed Writings	10%	Timed Writings	10%
		Binder	20%

**TESTS:**

- Semester III 4 practical (include typing and theory)  
1 Performance Test
- Semester IV 3 practical (include typing and theory)  
2 Performance Tests

A test will be given following completion of each In-Basket. One rewrite for each test will be given immediately after the test. The highest mark that can be attained is 60% on that rewrite.

**BINDERS:**

Perfect copies only of In-Baskets will be kept in a precedent binder. The In-Baskets are daily class work and when checked by instructor if perfect go into binder; if not, must be redone prior to going into binder.

**TIMED WRITINGS:**

The mark for timed writings is determined as follows:

Semester III		Semester IV	
60 and over =	100	68 and over =	100
59	96	67	96
58	92	66	92
57	88	65	88
56	84	64	84
55	80	63	80
54	76	62	76
53	72	61	72
52	68	60	68

FIELD TRIPS/SPEAKERS;

These are arranged to enhance classroom activities. Student attendance is mandatory. Absence, without prior notice or just cause, will result in loss of 10% for total semester mark.

MISCELLANEOUS

The course will consist of:

- lecture sessions
- discussions
- human relations and case studies
- completion of "In-Baskets"

When doing these, you are employed by the firm "Intertech" located in Vancouver, B.C. Due dates will be given for completion of work and if not submitted by that deadline, 10 marks will be deducted from total semester mark for each late occurrence.

- In-Baskets will be graded "S" Satisfactory or "U" Unsatisfactory. Since these In-Baskets are the material for the precedent binder, anything not done correctly must be redone.
- To be included in In-Baskets are completed Reference Sections from corresponding chapters; example: I.B. #1 - Reference section. Chapters 1, 2, 3, 4.

SPECIFIC OBJECTIVES:

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|---------------|--|
| <u>Week 1</u> | <ul style="list-style-type: none"><li>- Introduction to course</li><li>- Set up student files</li><li>- Rough draft production</li><li>- Review of letter and memo set-ups</li><li>- Review of carbon copy/blind carbon copy distribution</li><li>- Review of correct form re tabulation</li></ul> |
| <u>Week 2</u> | <ul style="list-style-type: none"><li>- Chapter 1 - The Modern Office .</li><li>- Chapter 2 - The Office Team</li><li>- Begin In-Basket #1</li><li>- Rough draft production</li></ul>  |
| <u>Week 3</u> | <ul style="list-style-type: none"><li>- Chapter 3 - Managing Responsibility</li><li>- Chapter 4 - Career Opportunities</li><li>- In-Basket #1</li><li>- Rough draft production</li></ul>   |

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- Week 4
- Complete In-Basket #1
  - Case studies
  - Rough draft production
- Week 5
- Test #1
  - Composition of essay re what an Executive Secretary is and why student wants to be one
  - Rough draft production
- Week 6
- Chapter 5 - Communication With Others
  - Begin In-Basket #2
  - Rough draft production
- Week 7
- Chapter 6 - Handling Incoming Calls and Callers
  - In-Basket #2
  - Rough draft production
- Week 8
- Speaker or tour
  - Chapter 7 - Processing Incoming Mail
  - Chapter 8 - Processing Outgoing Mail
  - Rough draft production
- Week 9
- Chapter 9 - Filing Systems
  - Chapter 10 - Filing Operations
  - Complete In-Baskets #2
  - Rough draft production
- Week 10
- Test #2
  - Case studies
  - Rough draft production
- Week 11
- Chapter 11 - Word Processing Equipment and Systems
  - Chapter 12 - Dictation
  - Chapter 13 - Transcription
  - Begin In-Basket #3
  - Rough draft production
- Week 12
- Chapter 14 - Editing and Composing Techniques
  - Chapter 15 - Reprographics
  - In-Basket #3
  - Rough draft production
- Week 13
- Complete In-Basket #3
  - Case studies
  - Rough draft production

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Week 14

- Test #3
- Begin In-Basket #4
- Rough draft production

Week 15

- In-Basket #4 Completed
- Rough draft production

Week 16

- Test #4
- Performance Test #1
- Binder preparation
- Rough draft production