SAULT COLLEGE OF APPLIED ARTS A TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Title:	SECRETARIAL ARTS - COMMON
Code No.:	OPC 100
Program:	OFFICE PROCEDURES
Semester:	ONE
Date:	SEPTEMBER 1984
Author:	M. SIMPSON

New: X   Revision:

APPROVED: _____

/Chairperson   Dat6   ^

Handed To SAIB
Aug 29/84

SPECIFIC OBJECTIVES:

Week One	Introduction to course and distribution of course outlines
Week Two	ch. 1 - Introduction to Canadian Office Procedures
	ch. 2 - Introduction to the Line Office
Week Three	ch. 4 - Person-to-Electronic Device-to-Person Communication (Telephone)
	QUIZ #1 - covers chapters 1 & 2
Week Four	ch. 5 - Person-to-Paper-to-Person Communication (Memoranda)
	ch. 6 - Person-to-Paper-to-Person Communication (The Business Letter)
	QUIZ #2 - covers chapters 4
Week Five	ch. 7 - Person-to-Paper-to-Person Communication (Reports)
	QUIZ # 3 - covers chapters 5 & 6
Week Six	ch. 8 - Records Storage
Week Seven	ch. 9 - Reprographics
	QUIZ #4 - covers chapters 7 5 8
Week Eight	ch. 10 - Office Organization
	ch. 11 - Reception Duties
	QUIZ #5 - covers chapters 9 & 10