

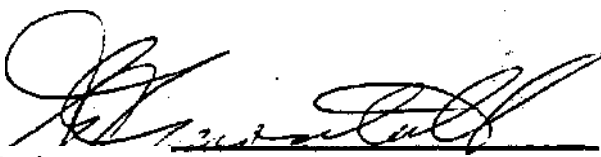
SAULT COLLEGE OF APPLIED ARTS A TECHNOLOGY
SAULT STE. MARIE, ONTARIO

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

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Handed to SAIB
Aug 29 /84
J Prentice

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
<u>Week Eight</u>	ch. 10 - Office Organization ch. 11 - Reception Duties QUIZ #5 - covers chapters 9 & 10