

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

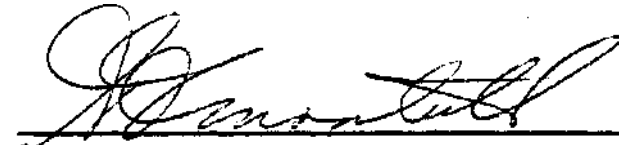
SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Title: SECRETARIAL ARTS - COMMON
Code No.: OPE 200
Program: EXECUTIVE OFFICE PROCEDURES
Semester: VAQ
Date: SEPTEMBER 1984
Author: M. SIMPSON

New: X Revision:

APPROVED:


Chairperson

Date y

CALENDAR DESCRIPTION

EXECUTIVE OFFICE PROCEDURES

Course Name

OPE 200

Course Number

PRE-REQUISITES:

Pre-requisite for OPE200 is OPC100 and TYP110.

TEXTBOOK:

Executive Secretarial Procedures, 2nd Canadian Edition
by Place, Byers, et al, 1981, McGraw-Hill Ryerson Limited

In-Baskets and stationery packets for above

MATERIALS:

- 3-ring binder (2" ring - businesslike and professional in appearance)
- dividers (5)
- typing paper (not corrasable bond)
- newsprint (for file copies)
- onionskin (for copies being distributed)
- manilla file folders (8 1/2 x 11), minimum of 3
- file labels
- erasing material
- perpetual diary

Note: additional stationery for the In-Baskets can be purchased at the College Campus Shop

METHOD:

Students will be expected to read chapter material in text prior to class. This course is made up of lectures, in-class discussions, textbook and non-textbook assignments relating to text topics, case studies and completion of In-Baskets. In-Baskets are simulated situations requiring the student to work through them. There is no mark assigned to the In-Baskets other than "S" (Satisfactory) or "U" (Unsatisfactory). Applicable reference sections (from text) will be submitted with each In-Basket. Tours and speakers may be incorporated where applicable and as a result, the proposed time frame could be altered.

BINDERS:

Perfect copies only of In-Basket material is to be kept in a precedent binder. Material that is not satisfactory must be redone prior to binder submission. This precedent binder is maintained over the three-semester Executive Secretarial course.

EVALUATION:

A - 85 - 100%

B - 70 - 84%

C - 60 - 69%

A test will be given following completion of each In-Basket. This will include theory based on the text and practical typing based on the In-Basket which has just been completed. A Performance Test will also be administered during the semester. This is a decision-making test, combined with typing.

Test #1 10% i/*^! ^-'of ^^'-f

#2 20% / ,.^^

p.-j. J3^ 3 20% -^^^ TESTS - 80% of semester mark

#^^y 20% !^*^^^*^*^ i-^^' S->^*% '^^ - ti^^i

^ BINDER - 20% of semester mark (r^^'^ ' ')

The highest mark assigned to any delayed test is a "C". Personal appointments (doctor, dentist, etc.) should be scheduled at time other than class time.

MISCELLANEOUS:

Throughout the Executive Office Procedures course, the student is an employee at International Techtronics Inc. (known as "Intertech"). The office is located in Vancouver, B.C. and the employer is Manuel Flores.

SPECIFIC OBJECTIVES:

- yU,,,i!j- "J^LJ" Week 1 - The Canadian Office Today, chapter 4^, "Person-to-Electronic Device-to-Person;Communication"
- Week 2 - The Canadian Office Today, chapter 18 \ y] ^
"The Finance Centre"
- rj^j%. Week-3 ^' - Test #1 (covering chapters 4 h 18)
f^t^ il-^^:f \ Introduction to Executive Office Procedures
Overview of In-Basket method
Set up student files
- Weekly4 % / - Letter and memo set ups r' -5^ 7
Carbon copy distribution ^ ^ /
1 Blind c.c. distribution j
Tabulation
- 1 V /? -r H££L^3 " Chapter 1 - The Modern Office
Chapter 2 - The Office Team
- 4LKt--:^t^^ j> 5'^- In-Basket #1 (.^..f,- ./--Crr -^-l^ ^^
- W // Week 7 7 - Composition of essay re "What Is An L^ecutlTe Secretary?/
i Student will explain why she chose that particular career. ^x^^J i
Chapter 3 - Managing Responsibility
Chapter 4 - Career Opportunities
- u-.if-'l^' Week J& J) - Chapter 5 - Communications
Test #2 {based on In-Basket #1, plus chapters 1 - 4 in text)

Weeks 9 & 10 • Chapter 6 - Handling Incoming Calls & Callers
Chapter 7 - Processing Incoming Mail
Chapter 8 - Processing Outgoing Mail

M, Z2^l'>

Week 11 - Performance Test >

-^7^1

2 5 - - Begin In-Basket #2

Week 12 - In-Basket #2

Week **13 ill-lk**



Week 14 • Chapter 9 - Filing Systems

Test based on In-Basket #2, pi u^h^tft-ei'^s^S'ramt^ text)

Week 15 - Chapter 10 - Filing Operations

u-

Week 16 - Career Experience overview

j^3 Comprehensive Test (based on semester work) /- /ufu^L.^

