

OFFICE PROCEDURES (COMMON) - OPEIOO
PREREQUISITES - NIL

GENERAL OBJECTIVES:

1. The student will gain an understanding of how a knowledge of office procedures assists the office worker in the business field.
2. The student will gain an understanding of the application of office procedures in both "traditional" and "electronic" offices.
3. The student will gain an understanding of the tasks common to all offices (small business to large corporation).
4. The student will gain an understanding of the specific tasks performed by specialized departments in large organizations.
5. The student will become familiar with the office environment in the following areas:
 - equipment
 - ergonomics
 - organization
 - human relations
6. The student will gain a understanding of the role and duties of a secretary (and related titles) in both the large and the small business setting.
7. The student will gain an understanding of the various services in the business community (telecommunications, postal, courier, travel, office supply houses, equipment, vendors, etc.)

SPECIFIC OBJECTIVES - SEE UNIT OBJECTIVES

METHOD OF INSTRUCTION

Video Presentations - films, videotape, filmstrip, slide and transparencies

Guest Speakers

Instructor presentation on text material

Immediate feedback on student's application of learning through text and workbook

Practical application of material through in-and out-of-class use of workbook and/or instructor projects coupled with instructor feedback

Tours (where applicable and feasible)

Hands-on use of special materials and equipment (where applicable and feasible).

Feedback on test material designed to improve quality of responses on future testing

Bulletin Boards and "handout" materials

OFFICE PROCEDURES (COMMON) - OPG100

EVALUATION!

TESTS

TEST NO.	CHAPTER COVERAGE	% OF TOTAL GRADE
1	1,2	10%
2	3,4,5	10%
3	6,7	20%
4	9,11,15	25%
5	16,17,18,8*	25%

PERCENTAGE OF GRADE

90

*ONLY A PORTION OF CHAPTER WILL BE COVERED

STUDY GUIDES

PART NO.	CHAPTERS	% OF ASSIGNMENT POINTS
1	1,2	5%
2	3,4,5	10%
3	6,7	15%
4	9,11	20%
5	15	25%
6	16,17	25%

PERCENTAGE OF GRADE

10%

TOTAL

100%

The highest mark that can be achieved on a delayed test is a "C" (60%) unless the instructor has approved reason for delay- Check with your instructor as to how ^e wishes to receive notification.

STUDY GUIDES and any other assigned wcdc where a "DUE DATE" has been announced———• Sooject to a deduction of 10% of assignment mark for each day the assdgnment is late (not in t^ 9 a.m. cf next day).

On assignments and Study Guide sobmissdons the foillowing marking scheme wiU aj^y over arxi above content marking:

Proofreading	Handwritten -5	Typed -5
Major Error (margins, line length spacing, format, etc.)	—————	Typed-3
Minor Error (alignment, centering, indentation and similar technical diffcultdes		Typed -2
Poor Corrections	1/2-2 ea.	V2-2 ea.

GRADING SCALE:

A	85% -100%
B	70% - 74%
C	60% - 69%
R	(REPEAT)- BELOW 60%

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Materials:

Text - CONTEMPORARY OFFICE PROCEDURES by Catherine M. Attridge and Joan Cunnington (1983- McGraw-HiH Ryerson)

Study Guide & Workbook; Projects to Accompany Contemporary Office Procedures
(authocs, etc., as above)

Notepaper for lecture notes (type yoxar choice)

Typing Paper (not corrasabile bond)

Newsprint (file copies)

Onionskin (distribution copies)

Manilla File Folders - 8-1/2" x 11", min. of 3

Erasing Material (duplex eraser, liquid paper, etc., instructor will advise)

Carbon Paper (heavy duty)

Dictionary (ensure dictionary covers the level and extent of vocabilary required by this and other courses in this and future programs)

COURSE DURATIION:

16-V2 wks. at five 50-minute periods per week