

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

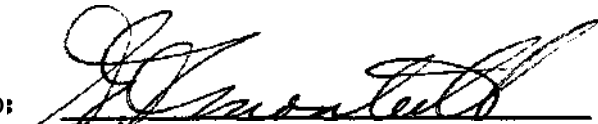
COURSE OUTLINE

Course Title: EXECUTIVE OFFICE PROCEDURES  
Code No.: OPE300 & OPE400  
Program: EXECUTIVE SECRETARIAL  
Semester: HI and IV  
Date: 1985 09 01 Rev. A, Pg. 2 Dec. 3, 1985  
Author: mgA Lalonde

New:

Revision:

APPROVED:

  
Chairperson - G. MonteLth

Date

EXECUIUVE OFFICE PROCEDURES

Course Number

OPE30(M00

Course Number

COURSE PREREQUISITES:

Prerequisite for OPE300 - OPE200

Prerequisite for OPE400 - OPE300

GENERAL OBJECTIVES

To prepare the student whose career plans include eventually working as a top-notch executive secretary through the introduction of the primary duties of professional secretaries, including emphasis on the essential non-technical skills such as decision-making, the exercise of initiative, follow-through, working with people and effective management of time and materials.

To prepare the student to perform as a management assistant who understands business operations and techniques of management.

SPECIFIC OBJECTIVES - SEE "UNITS"

The following grading procedure will be followed for OPE300 and OPE400:

<u>OPE300</u>		OPE400	
TESTS (3):		TESTS:	
Chapters 11, 12, 13	10%	1h-Basket 3	10%
Chapters 14, 15, 17	20%	1h-Basket 4	10%
Chapters 18, 19, 21	10%	3h-Basket 5	10%
Chapters 22, 23	10%	1h-Basket 6	10%
		3h-Basket 7	10%
		Decision Making #1	5%
		Decision-Making #2	5%
Subtotal	70%		60%
ROUGH DRAFT	10%		10%
CLASS PARTICIPATION & ASSIGNMENTS			10%
DEARY	5%		5%
TIMED WRITINGS	5%		5%
		Binder	10%

TOTAL- 100%

Individual segments of the final grade are calculated according to the evaluation procedures listed in the individual objectives for OPE300 and OPE400 and the GENERAL STATEMENT Page,

NOTE - SEE OBJ\* 1 RE ATTENDANCE

DEFINITIONS:

ASSIGNMENTS - SEE OBJEC13VE 4

CLASS PARTICIPATION - QUESTIONS WILL BE ASSIGNED TO STUDENT FOR PREPARATION PRIOR TO APPLICABLE CLASS AND SUBMITTED TO INSTRUCTOR AT CLASS START. QUESTIONS ARE TO BE NEATLY HANDWRITTEN NOT TYPED.

GRADE/NUMERICAL EQUIVALENCIES:

85% - 100% OUTSTANDING achievement  
 70% - 84% consistently above average  
 60% - 69% satisfactory or acceptable  
 below 60% - REPEAT - THE STUDENT HAS NOT ACHIEVED THE OBJECTIVES OF THE COURSE AND THE COURSE MUST BE REPEATED

TEXTBOOK(S):

Executive Secretarial Procedures

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

Accompanying materials - In-Bastoet and stationery packets for above.

It's All Rough Draft

Sanderson, 1980, McGraw-HiH

MATERIALS:

- carbon paper
- ^typing paper (not coorasatOe bond)
- new^3cint (for file copLas)
- onionskin (for distribution copies)
- a^sLng material (dupl^ac eraser, liquid paper, etc.)
- manilla file fclders (8-1/2" x 11" letterhead size only) - 8
- file labels
- perpetual diary (may continue using 1985's from OPE200)
- Webster's New World Dictionary, 2nd College Ed. or equivalent
- 3-dng binder (2" ring - businesslike and professional in ajpearance)

Note: Additional stationery for the Ih-Ba^ets can be purchased at the Campus Shc^