

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

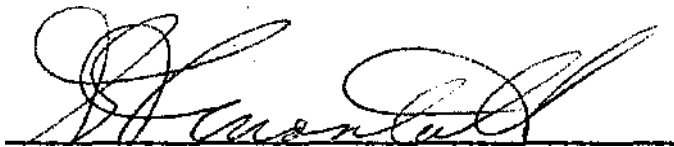
COURSE OUTLINE

Course Title: OFFICE PROCEDURES
Code No. : OPCIOO
Program: OFFICE ADMINISTRATION - COMMON
Semester:
Date: 1986 09 01
Author: Elsie Lalonde

New;

Revision:

APPROVED:


-Chairperson - G. Monteith

Date

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 specialized 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 perfected 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) - OPCIOO

EVALUATION:

TESTS

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

PERCENTAGE OF GRADE 85%

STUDY GUIDES

PART NO.	CHAPTERS	% OF ASSIGNMENT POINTS
1	1,2	5%
2	4,5	10%
3	6	20%
4	9,11	20%
5	15	20%
6	16,17,18	25%

PERCENTAGE OF GRADE 15%

TOTAL 100%

1. 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 he wishes to receive notification.

STUDY GUIDES and any other assigned work where a "DUE DATE" has been announced will be subject to a deduction of 10 % of assignment mark for each day the assignment is late (not in by 9 a.m. of next day).

On assignments and Study Guide submissions the following marking scheme will apply over and 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 difficulties)		Typed -2
Poor Corrections	1/2-2 ea.	1/2-2 ea.

GRADING SCALE:

A+	95% - 100%
A	85% - 94%
B	70% - 74%
C	60% - 69%
R	(REPEAT) - BELOW 60%