

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

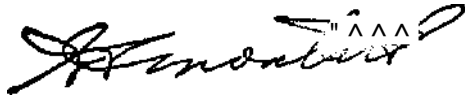
COURSE OUTLINE

Course Outline: OFFICE ADMINISTRATION - EXECUTIVE
Code No. OPE 300
Program: OFFICE ADMINISTRATION - EXECUTIVE
Semester: THREE ;
Date: SEPTEMBER, 1986
Author: FISHER, ALON

New

Revision: ^

APPROVED



Chairperson

Date

EXECUTIVE OFFICE PROCEDURES - OPE300

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EXECUTIVE OFFICE PROCEDURES
Course Number

OPE 300
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"

G E N E R A L S T A T E M E N T S

ASSIGNMENTS:

DUE DATES 100% completion of aU assignments is expected. Any class assignment submitted 1-7 days after due date* will be subject to a loss of 20% of the mark given the assignment. No mark will be assigned after the 7th consecutive day the assignment is late.

IN-BASKETS - 4TH SEMESTER ONLY

FIRST SUBMISSION: "S" - Satisfactory
 "C" - Correctable
 T - Unacceptable or Incomplete

No grade will be assigned until second submission - Precedent Binder. However, if items are missing from any In-Basket, the second submission grade of 10% for the binder will be reduced by 1%; if the complete In-Basket is late, a 2% reduction will apply (THESE % REDUCTIONS APPLY TO EACH LATE APPLICATION. PARTIAL IN-BASKETS WILL HAVE THE REDUCTION PRORATED ACCORDINGLY.)

SECOND SUBMISSION: A percentage will be assigned subject to any reductions as noted under "FIRST SUBMISSION." If the Precedent Binder is not received on the due date* the student will receive a 2% reduction for each day late from the 10% binder grade.

Examples of type of errors) which could result in a "C" or 'T':

1. Errors such as -
 - (a) misspelled words
 - (b) punctuation errors
 - (c) unacceptable erasures
 - (d) incomplete documents
 - (e) formatting errors; lack of professionalism in setups
 - (f) proofreading errors
2. Reversal of addressee/sender.
3. No or incorrect copies or attachments.
4. Incorrect calculations, dates, etc.
5. Construction errors of a serious nature in composition structure.
6. Not properly labelled and submitted.

•unless a valid reason is provided in advance to instructor and instructor approval is received or the instructor deems the reason given after the due to be a legitimate basis for postponement.

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

OPE300		OPE400	
TESTS (4):		TESTS:	
Meeting - Hemi	5%	Ih-Basket 1 -	S/U
		In-Basket 2 -	5%
		In-Basket 3 -	10%
Meeting - Text - >(3x5%)	15%	Ii>-Bascet 4	10%
Filing (av. tests)	10%	Ih-Basket 5	10%
Direct Mail	5%	Ih-Basket 6	10%
Travel	10%	Ih-Basket 7	10%
Taxation	10%	Decision-Making #1	5%
AnaLey SimulatJon	15%	Decision-Making #2	5%
Sub-total	70%	SuhHiotal	65%
ROUGH DRAFT	10%	ROUGH DRAFT	5%
CLASS PARTICIPATEON		CLASS PARTICIPATION	
& ASSIGNMENTS	15%	& ASSIGNMENTS	10%
-Travel Binder, Travel Cheques, Inc. Tax Pkg., Meeting/Conf. Binder, Logs, etc. as listed in objectives			
DIARY - to be maintained but mark recorded in Semester IV			5%
TIMED WRITINGS	3%		5%
		Binder	10%
TOTAL" 100%			

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

NOTE - SEE OBJ. 1 RE ATTENDANCE

ASSIGNMENTS - SEE OBJECTIVE 4

CLASS PARTICIPATION - QUESTIONS WILL BE ASSa:GNEED TO STUDENT FOR PREPARATION PRIOR TO APPUCABLE CLASS AND SUBMITTED TO INSTRUCTOR AT CLASS START. QUESTIONS ARE TO BE NEATLY HANDWRITTEN NOT TYPED.

GRADE/NUMERICAL EQUIVALENCIES:

A+	95% - 100%	EXCELLENT achievement
A	85% - 94%	OUTSTANDING achievement
B	70% - 84%	consistently above average
C	60% - 69%	satisfactory or acc^ptafcOe
R	below 60%	REPEAT - THE STUDENT HAS NOT ACHIEVED THE OBJECTIVES OF THE COURSE AND THE COURSE MUST BE REPEATED

TEXTBOOK(S):

Semester IEI

Progressive Financial Practice Set (ninth edition)
Ricks-Gow, 1984 - South Western

NOTE - Student will pay the required cost of this item to the Campus Book Shop for which they will receive a receipt with THEIR OWN NAME recorded on it. The student will then present this to the instructor at the first class of the semester and will be given the kit. The first test on this material will be Sept. 9 after (6) jobs have been completed and checked, therefore, it is mandatory that the kit be purchased prior to that date or the student will not be allowed to take Test #1. (There are no delayed tests allowed in this segment of the course.)

The textbook which accompanies this series is not required, however, a copy will be on reserve in the college library at the Circulation Desk under the name of Elsie Lalonde for reference purposes.

The Meeting Will Come to Order
Central Michigan University

The Successful Meeting Master Guide
Palmer & Palmer, 1983, Prentice Hall

Pine Tree Resorts
Kowalchuk & Lyons, 1986, Copp Clark Pitman Ltd.

Ansley House Associates - The Executive Secretary (An office simulation)
McIntosh, Welter, 1986, South-Western (distributed through Gage)

Standard Payroll Project, Nanaisy, 1983, Glenco Publishing (Pending - not presently available.)

REFERENCE TEXTS ONLY (NOT REQUIRED TO PURCHASE)

Contemporary Office Procedures
Attridge & Cunningham, 1983, McGraw-Hill (1985-6 OPCIOO-200 text)

Executive Secretarial Procedures
2nd Canadian Edition by Place, Byers, et al, 1981, McGraw-Hill
(1985-86 student or perhaps copy in college library or Secretarial Centre library)

Business Communications, A Problem Solving Approach
2nd edition by Poe & Fruehling, 1978, McGraw-Hill
(Sault College Library Circulation Desk under name Elsie Lalonde - one-day loan basis in-library use only)

SEMESTER IV

Accompanying materials Clh-Basket and Stationery Packets) - Executive Secretarial Office Procedures

Note - extra stationery can be purchased from the Campus Books Store; and additionel forms, etc., can be obtained from instructor.

MATERIALS (COMMON TO SEMESTERS IH & IV):

- carbon paper
- typing paper (not corrasable bond)
- new^aint (for file copies)
- onionskin (for distribution copies)
- erasing material (duplex eraser, liquid paper, etc.)
- manaia file fcQders (8-1/2" x 11" letterhead si^e only) - 12
(no assignments will be acc^ted with a file folder pctperly labelled)
- file labels
- perpetual diary (may continue using 1986's from OPE200)
- Webster's New Wodd Dictionary, 2nd College Ed. or equivalent
- (3> 3-^dng binder (2" ring - businesslike and professional in appearance)

TIMETABLE

CHAPTER/ASSIGNMENT,ETC,	W^K.	DATES
Review Objectives & Assign Filing Jobs	1	Aug, 26
Intro- to Rough Draft & Timings		Aug. 27
Travel - Lecture on Pre Arrangements		Aug. 27
Ansley Ih-Basket - Packet #1 - review procedure		Aug. 29
Filing	2	Sept, 2
Meetings - FiUcis - Meetings^ Bloody Meetings - Parlimentary Rules		Sept. 3
Rough Draft		Sept. 3
Travel - Lecture on Pre Arrangements		Sept. 5
Ansley Ihr-Basket - Packet #I, ttems a,b,c.		Sept. 5
Filing	3	Sept. 9
Meetings - HEMI - Video & Lecture		Sept. 10
Rough <i>Draft</i> & Timings		Sept. 10
Travel - Lecture on International		Sept. 12
Ansley Ih-Basket - Packet #1, Items d,e^ Packet #1 - Item g (out-of-class)		Sept. 12
Filing	4	Sept. 16
Meetings - HEMI -• Video & Lecture		Sept. 17
Rough Draft		Sept. 17
Travel - Lecture - mtemational		Sept. 19
Ansley Ih-Basket - Packet #1 - Due Packet #2 " Review Procedures		Sept. 19
Filing	5	Sept. 23
Meetings - TEST ON HEMI		Sept. 24
Rough Draft & Timings		Sept. 24
Travel - Lecture on Post Arrangements		Sept. 26
Ansley Ih-Basket - Packet #2, Items a,b,c		Sept. 26
Filing	6	Sept. 30
Meetings - Text (Successful. . .), Chs. 1 & 2		Oct. 1
Rough Draft		Oct, 1
Travel - Guest Speaker- attendance mandatory		Oct. 3
Ansley Ih-Basket - Packet #2, Items d^,f Packet #2, Item g (out-of-class)		Oct. 3
Filing	7	Oct. 7
Meeting - Text (Successful. . .), Chs. 3 & 4		Oct. 8
Rough Draft & Timings		Oct. 8
Travel - TEST		Oct. 10
Ansley In-Basket - Packet #2 - Dioe - Packet #3, Items a,b,c		Oct. 10

CHAPTER/ASSIGNMENT, ETC.	WK.	DATES
Filing	8	Oct. 14
Meeting - Text (Successful. . .), Chs. 5 & 6		Oct. 15
Rough Draft		Oct. 15
Direct Mail - Speaker (Canada Post) - attendance mandatory		Oct, 17
Ansely In-Basket - Packet #3 - Items d,e^		Oct, 17
Packet #3 - item g (out-of-class)		Oct. 17
Filing	9	Oct. 21
Meeting - Text (Successful, . .) TEST CHS. 1-6		Oct. 22
Rough Draft & Timings		Oct. 22
Direct Mail " Lecture		Oct, 24
Ansely In-Basket - Packet #3 - due		Oct. 24
- Packet #4, Items a, b		Oct. 24
Filing	10	Oct. 28
Meeting - Text (Successful . . .), Chs. 7, 8 & 9		Oct, 30
Rough Draft		Oct. 30
Direct Mail - Lecture or TEST		Oct. 31
Ansely 3h-Ba^et - Packet #4, Items c,d		Oct. 31
Filing	11	Nov. 4
Meetings - Text (Successful. . .), Chs. 10 & 11		Nov. 5
Rough Draft & Timings		Nov. 5
Taxation - Guest Speakerts) Revenue Canada - attendance mandatory		Nov. 7
Ansely In-Baskefc - Packet #4, Items e^f		Nov. 7
Filing	12	Nov. 11
Meetings - Text (Successful. . .), Chs. 12 & 13		Nov. 12
Rough Draft		Nov. 12
Taxation - lecture and/or practical		Nov. 14
Ansely li>-Basket - Packet #4, Items g,h		Nov. 14
Filing	13	Nov. 18
Meetings - Text (Successful. . .) TEST - Chs. 7-13		Nov. 19
Rough Draft & Timings		Nov. 19
Taxation - lecture ar^or practical		Nov. 21
Ansely In-Basket - Packet #4 - due		Nov. 21
- Packet #5 - a,b		Nov. 21
Filing	14	Nov, 25
Meetings - Text (Successful. . .), Chs. 14 & 15		Nov. 26
Rough Draft		Nov. 26
Taxation - lecture and/or practical		Nov. 28
Ansely Ihr-Basket - Packet #5, Items cA		Nov. 28

CHAPTER/ASSIGNMENT, ETC.	WK.	DATES
Piling	15	Dec. 2
Meetings - Text (Successful) - . . ># Chs. 16 & 17		Dec. 3
Rough Draft & Timings		Dec. 3
Taxation - lecture and/or practical		Dec. 5
Analysis In-Basket - Packet #5, items e,f		Dec. 5
Filing	16	Dec. 9
Meetings - Text (Successful), Chs. 18 & 19		Dec. 10
Rough Draft		Dec. 10
Taxation - lecture and/or practical		Dec. 12
Analysis In-Basket - Packet #5, items g,h		Dec. 12
Filing	17	Dec. 16
Meetings - Text (Successful) TEST, Chs. 14-19		Dec. 17
Rough Draft & Timings		Dec. 17
Taxation - TEST		Dec. 19
Analysis In-Basket - Packet #5, Items i,j		Dec. 19
Packet #5 - due		Dec. 19

NOTE: THIS TIMETABLE IS SUBJECT TO CHANGE BY INSTRUCTOR WITH LITTLE OR NO PRIOR NOTICE TO ACCOMMODATE ADDITION, SUBSTITUTION OR CANCELLATION OF TOURS, SPEAKERS, FILMS, SPECIAL ASSIGNMENTS, OR LECTURE MATERIAL (DUE TO OBSOLESCENCE), ETC.

Attendance.

The student will demonstrate the ability to attend functions during Semester HI and IV (examples listed below) and/or provide prior notice with just cause or just cause without prior notice.

NOTICE (prior or post) - shall be given to the instructor in MEMO form in duplicate, signed by the student. If pre-notice, instructor will indicate acceptance or non-acceptance of cause for absenteeism on one copy and return it to the student. Also, valid post-notice should be substantiated by a record of the student's attempt to contact instructor by one of the following methods: in person, by telephone (school - 949-2050, Ext. 283; residence 256-2725), message left with Secretarial Centre, main switchboard operator, or switchboard message recording device (1-min. message may be left between 4:45 p.m. and 8 a.m.). This will ensure that student can establish contact 24-hours a day regardless of whether student is in or out of the city.

APPLICATIONS

Group I:

- Hourly field trips/seminars as arranged by instructor
- guest speakers, presentations, etc.
- films, video, slide presentations (in or out of class time)

Group II

EVALUATION:

Attendance will be monitored through the use of absenteeism reports in class personnel files or instructor record book.

Group I - any absence w/o authorization or just cause will result in the loss of 10% of the total semester cumulative mark for class participation and assignments and rough draft work-

Group II - the highest mark assigned to a delayed test will be a minimum "C" to offset the increased preparation time factor.

there will be no opportunity to write tests in advance of the test day. A student who wishes to write in advance will automatically fall into the delayed test category.

ESTIMATED TIME TO ACHIEVE:

SEMESTERS m-IV
OPEN CLASSES

OBJECTIVE 2:

PG, 6
EOP-

Rough Drafts to Mailable Copy (Speed BuUding)

Semester in - Given in-class testing on unfamiliar material of a MEDIUM degree of difficulty selected by instructor from PINE TREE RESORTS, the student will demonstrate the ability to:

- locate and handle written and implied details
- locate and correct spelling errors (dictionaries may be used)
- properly hyphenate (body and line-ending divisions)
- organize rough draft copy without SL^ervisiDn
- prepare and correct final copy of a full range of correspondence and documents
- work: with proofreading symbols
- produce copy of neat appearance (no obvious erasures, smudges, etc.)
- complete a specified quantity of work in a specified time
- use thinking skills to produce acceptable office-standard material

Semester IV - as above but the unfamiliar material will be of an ADVANCED degree of difficulty.

LEARNING ACTIVITIES

READING ASSIGNMENT - it is suggested the student review the types of material found in the text and check out any problems with current typing or office procedures texts.

EVALUATION:

Items assigned will be designated a figure grade (e.g. 20 points). The final grade will be the AVERAGE of 90% of the student's marks attained during the semester - the lowest 10% will be dropped (this provides a balance for illness, etc. - however, no allowance for absenteeism will be made). The final grade obtained will be used to reflect 10% of the grade for the EOP Course in both semesters.

DEDUCTION SYSTEM

- 0 - if proofreading error found in copy* (includes spelling errors)
- Less 4 points - if major format error or proofreading instruction omission error found
- Less 2 points - minor format error
- Less 1/2-2 points each unacceptable erasure or smudge
- Less appropriate deduction for incomplete copy
- Less 8 pts. if *apeafk*: instruction (see paperclipped sections in text) not adhered to

ESTIMATED TIME
TO ACHIEVE

Approximately (1) 50-min period
per week (Semesters
in-IV) - 13-17 hrs. total

*copy shall be deemed to be the approximate number of lines equal to the shortest item assigned

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OBJECTIVE 4:

Perpetual Diary

The student will demonstrate the ability to record in a out-of-class situation during the 1986-87 school year the minimum shown below:

1. Dates -appointments (dentist, doctor, counselling, placement, instructor, out-of-school work commitments
H3Sts, assignments, tours, speakers (minimum of OPE300-400)
-holidays and illness as they affect the school year,
-occasions - school starting dates, last day of classes, convocation, etc.
2. Record related materials required for any of the above
3. Cancellations of any of the Items 1-2

in a Perpetual Diary of the variety carried by the Campus Shop for this purpose in a businesslike* manner.

- * -legible (to a third party)
- in proper time slot
- adequate data - eg. name of person and/or organization, telephone if applicable, nature of appointment, materials required
- properly dated each day (not by week)
- no "trivial" personal listings

and to make use of aids such as calendar references, ready location corner "clip-of", and telephone listing (to include college instructors, placement contacts - school and office).

LEARNING ACTIVITIES & APPLICATION

1. Instructor review of method of use.
2. Instructor feedback on OPE300.
3. Daily use 1/2 student.

EVALUATION

The diary will be compared against an instructor checklist with:

- (10) points for general use and organization
- 25-point check (each check will have varying points allotted to reflect content level of recorded item)

Deductions (over and above point system):

- 5 points for each telephone number or spelling error in name or address error

TOTAL - will be converted to a % of 100% - 5% of this converted % will be applied to the final grade for OPE300-400 respectively.

ESTIMATED TIME

TO ACEGIVE:

N.A. -IN AND OUT-OF-CLASS TIME CONTRIBUTION DURING SEMESTER III AND IV.

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CTIVE 5

- Travel Arrangements

Given an in-class test containing questions and examples (student will be informed of type of testing format prior to testing), the student will be able to interpret and demonstrate the ability to contribute to the planning that precedes the executive's business trips and the follow-up activities required on their completion. As well, the student will demonstrate the ability to research information about domestic and international flights, train, bus, and car rental services so that appropriate choices can be made.

- Given an in/out-of-class assignment the student as a participant in a group will demonstrate the ability to complete all the pre, interm and post paperwork (including calculations) required for an executive-level trip. -

Given an in/out-of-class assignment the student will demonstrate the ability to prepare a TRAVEL REFERENCE MANUAL for domestic.

- Given an in/out-of-class assignment as part of a group, the student will prepare a comparison chart with supporting information demonstrating the cost of traveller's cheques based on various types of bank accounts at different financial institutions.

LEARNING ACTIVITIES AND APPLICATION

Pgs. 255-277
Contemporary Office Procedures

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UNIT - Direct Mail

- Given an in-class test containing essay questions and applications the student will be able to respond accordingly to demonstrate a familiarity with the benefits, procedures, etc., of Direct Mail (Canada Post) and advertising agencies.

LEARNING ACTIVITIES AND APPLICATION

LECTURE

HANDOUTS - D.M. Contacts

GUEST SPEAKER - Canada Post Northern Region Rep
Quiz on speaker's input

EVALUATION

1. Test

ESTIMATED TIME

TO ACHIEVE;

2 periods of 50 minutes each
1 50-minutes test period

Unit - Office Finance

- Given an in-class test containing questions and examples (student will be informed of type testing format prior to testing), the student will be able to:
 - interpret federal income tax, pension, and U J.C. tax and compute appropriate deductions
 - prepare and/or file all paperwork for submission of tax, pension and U J.C.

LEARNING ACTIVITIES AND APPLICATION

READ: Pgs. 429-452, CH. 23
Executive Secretarial Procedures, 2nd Canadian Edition

or Pgs* 542-551
Contemporary Office Procedures

LECTURE, DEMOS AND HANDOUTS

PRACTICE ASSIGNMENT

- as given out by instructor
- Standard Payroll Project (modified for Canadian application)

GUEST SPEAKER (if available) - REVENUE CANADA, TAXATION CENTRE, SUDBURY OFFICE

EVALUATION:

- 1, Test
2. Assignment on Payroll Deductions (Optional)

ESTIMATED TIME

TO ACHIEVE;

8 periods of 50-minutes each*

*does not include student reading and assignment time

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LEARNING ACTIVITIES AND APPLICATIONS

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Unit - Meeting and Conferences

- Given an in-class test containing questions and examples (student will be informed of type testing format prior to testing), the student will be able to:
 - define common meeting terms
 - describe "aids" in the preparation of agendas, notification of meeting participants, actual recording of minutes, follow-up of meeting
 - describe considerations in assembling a committee
 - describe considerations as they relate to conference and meeting setups - location, cost, environment, physical setup
 - list measures to control "time" in a meeting
 - prepare a checklist of most common areas of a meeting for which a secretary may be responsible
 - describe the difference between a "resolution" and a "petition"
 - describe the difference between an "ad hoc" committee and a "standing" committee"
 - record a motion
 - define in layman's terms the basic terms used as a participant in a formal meeting
 - list 4-8 common problems that reduce the productivity of most meetings
 - suggest the format of minutes of meeting which best serve a specific need
- Given an in/out-of-class assignment the student will draft either a petition or a resolution
- Given an in-class assignment the student will prepare a motion form, prepare a motion, ensure the form is completely filled out
- Given an out-of-class assignment the student will prepare a conference/meeting, etc. community reference activity scrapbook
- Given an out-of-class assignment the students will select a corporation (no duplication allowed requesting a copy of the company bylaws, a copy of their last annual report and a copy of the minutes of their annual meeting).

LEARNING ACTIVITIES AND APPLICATION

READ: The Successful Meeting Master Guide
The Meeting Will Come to Order
VIEW: HEMI- MEETING Video

LECTURE, DEMOS AND HANDOUTS

PRACTICE ASSIGNMENT - as given out by instructor

CLASS DISCUSSION

GUEST SPEAKER (if available) - log required

EVALUATION:

1. Test
2. Log - Guest Speaker (if applicable)
3. Assignment PETITION or RESOLUTION (instructor will provide paper - additional copies must be purchased by student from office supply store).
4. Letter and response re request for bylaws, etc.
5. Conference Scrapbook
6. Motion Form and Motion
7. Record minutes of meeting for outside association (out-of-class and subject to ability of instructor to obtain openings for students).

ESTIMATED TIME

TO ACHIEVE!

15 periods of 50-minutes each
2 period for testing

- does not include student reading and assignment time

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OBJECTIVE 10:

NIT - FILING

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LEARNING ACTIVITIES:
Progressive Filing Practice Set (ninth edi^orvl
Ricks-Gow, 1984 (South-Western)

EVALUATION:

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TESTING AND CLASSWORK DUE DATE SCHEDULE

NOTE :

1. AH jobs must be completed by the due date shown or the student will be unable to participate in the "finding" tests since these tests are based on their dasswork packages,
2. Work Ccannot be done in advance of schediile *as* this wiH totally destroy the sequence for finding tests. The onus is on the student to adhere to this regulation.
3. A word of warning, due to the tightly integrated nature of dassworic and testing, it is doubtful that any student missing more than 20% (3 cQasses!^>will be able to maintain dasswork in such a manner as to keep up with testing schedule. Since this course is set up to match a woric environment, the evaluation of the student's ability to complete work on schedule is essential to establishing the student's competency; but—more importantly—the DEPENDARTIITY to meet deadlines.

JOB	STATUS	IN CLASS	HOMEWORK	DUE	FINDING	QUIZ
		Ass. Aug. 26	A%ig. 26-Sept .2	Sept. 2		
		Sept, 2	Balance	Sept. 9		
Rev. 1-6 9		SeT>t. :9 Sept. 9	Balance	Sept. 16	SeDt. 9	
8 10 11		^"©pT^* 16	Balance	Ssept. 23		S ^ t, ?
12 13 14		23	Balance	Sept. 30		

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JOB	STATUS	IN CLASS	HOMEWORK	DUE	FINDING	QUIZ
15 Rev. 9-14 17 18	<u> </u> -]	Sept. 30	Balace	Oct. 7	Se^t. 30	
16 19 20		Oct. 7	Balance	Oct. 14		Oct. 7
21 Rev. 14-21 23 24 25 26 27 28	<u> </u> N.A- N.A, _____ _____ _____ _____	Oct. 14	Balance	Oct. 21	±4	Oct. 14
22 29 30 Rev. 23-28	<u> </u> iSLA.	Oct. 21	Balance		Q « - 11	Oct. 21
31 32 33 34		Oct. 28	Balance	Nov . 4		Oct. 28
35 36 37		Nov. 4	Balance	Nov . 11		
38 Rev. 32-37 39 41 42	<u> </u> N.A, _____	Nov. 11	Balance	Nov. 25	Nov 11	

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JOB	STATUS	IN CLASS	HOMEWORK	DUE	FINDING	QUIZ
40	—					
43	—		Balance	Dec. 2		
44	N.A.				Nov. 25	Nov. 25
45	Rev. 41-42	Nov. 25				
46	—					
47	N.A.		Balance	Dec. 2	Dec. 2	
49	—	Dec. 2				
50	—					
48	N.A.					Dec. 2
51	—	Dec. 2				
52	—		Balance	Dec. 16		
53	—					
54	—					Dec. 16
55	(FINAL)	Dec. 16				Dec. 16
REPEATED OR DELAYED FINAL (MAX. "C") -						

I

FIUNG TEST WEIGHTING BREAKDOWN

:ST NO.	FINDING SCORES	APPUED THEORY SCORES
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f

TOTALS (LESS LOW TWO)	()	()
AVERAGE (DIVIDE BY SIX)	()	()
WEIGHTING (MULTIPY BY)	25%	75%
ADD TWO TOTALS = FINAL GRADE	%	

NOTE:

To offset ackness lowest (2) marks in Category A and B will be dropped with exception of #8 (FINAL THEORY). No dfiOayed tests will be aUowed. In the event of a prcdonged illness it win be at teacher's discretion only and with a doctor's slip verifying illness as to whether it is poRRJhle for student to catch up missed portions of work. However, due to tightness of time limitations in most cases it will be highly unlikely that it will be poesihle for a student to make up lost time.

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