

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

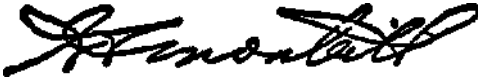
SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Title: OFFICE PROCEDURES  
Code No.: OPC100  
Program: OFFICE ADMINISTRATION - COMMON  
Setiester:  
Date: 1987 09 01  
Author: Elsie Lalonde

New: Revision: X

APPROVED!

  
Chairperson - G. Monteith

<<^'e?-c-3  
Date

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

EVAUIATION

TESTS

| <u>TEST NO.</u>     | <u>CHAPTER COVERAGE</u> | <u>% OF TOTAL GRADE</u> |
|---------------------|-------------------------|-------------------------|
| 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

| <u>PART m.</u>   | <u>CHAPTER COVERAGE</u> | <u>% POINTS/ASSIGN.</u> |
|--|-------------------------|-------------------------|
| 1  | 1,2                     | 5%                      |
| 2  | 4,5                     | 10%                     |
| 3  | 6                       | 20%                     |
| 4  | 9,11                    | 20%                     |
| 5  | 15                      | 20%                     |
| 6  | 16,17,18                | 25%                     |
| (NOTE - marks may be given on complete and/or random marking-basis for study guide or class project work,) |                         |                         |
| PERCENTAGE OF GRADE  |                         | 15%                     |
| TOTAL  |                         | 100%                    |

GUIDELINES RE GRADING

- 1, If a student is not able to write a test because of illness, or a legitimate emergency, that student must contact the instructor prior to the test and provide an explanation v^ich is acceptable to the instructor (medical certificates or other appropriate proof may be required). In cases v^here the student has contacted the instructor, and where the reason is not classified as an emergency, i.e, slept in, forgot, etc., the highest achievable grade ia a "C". In cases v^ere the student has not contacted the instructor, the student will receive a mark of "0" on that test. THERE WILL BE NO RE-WRITES OF TESTS OR QUIZZES.
- 2- STUDY GUIDES and any other assigned work where a "due date" has been announced will be subject to a deduction of 10% of the assignment mark for each day the assignment is late (not in by 9 a.m. of next day).
3. On assignment and Study Guides submissions the following marking scheoe will apply over and above content marking:
 

|   |           |
|---|-----------|
| Proofreading and spelling   | -5        |
| Errors such as margin line length, centering, indentation, poor corrections | -2        |
| Punctuation   | -1/2 to 5 |

4. Field trips and guest speakers are arranged to supplement classroom activities. Attendance is mandatory. If a student is not in attendance, then the student will have a choice of either (a) a loss of 10% of the accumulative semester mark (daily work), or (b) preparing a paper relating to the field trip or topic under discussion - particulars to be approved by instructor.

GRADE/TODERICAL EQUIVALENCIES;

|    |   |   |      |   |  |
|----|---|---|------|---|--|
| A+ | 95%   | - | 100% | - | CONSISTENTLY OUTSTANDIISG              |
| A  | 85%   | - | 94%  | - | OUTSTANDING ACHIEVEMENT                |
| B  | 70%   | - | 84%  | - | CONSISTENTLY ABOVE AVERAGE ACHIEVEMENT |
| C  | 60%   | - | 69%  | - | SATISFACTORY OR ACCEPTABLE ACHIEVEMENT |
| R  | BELOW 60%- REPEAT - OBJECTIVES OF THE COURSE HAVE NOT BEEN ACHIEVED AND THE COURSE MUST BE REPEATED |   |      |   |  |

MID-TERM REPORTING

S - Satisfactory Progress

U - Unsatisfactory Progress

R - Repeat (objectives have not been met)

NR - Grade not reported to Registrar's Office. This grade issued to facilitate transcript production when faculty, because of extenuating circumstances, find it impossible to report grades by due dates.

COURSE (DUTLINE SUBJECT TO CHANGE DEPENDING ON UNFORESEEN CIRCUMSTANCES.