

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Title: WRITING FOR OFFICE ADMINISTRATION

Code No.: ENG 213-3

Program: OFFICE ADMINISTRATION

Semester: THIRD

Date: JUNE 1990

Author: LANGUAGE AND COMMUNICATION DEPARTMENT

New: _____ Revision: X

APPROVED: *N Koch*
Dean

Date: 90 06 26

COURSE DESCRIPTION

This course enables Executive and Legal Office Administration students to develop and practice communication skills appropriate to their areas. Emphasized are planning, drafting, revising, editing, and proofreading letters and memos, acquiring and using professional vocabulary. Summarizing and preparing application documents also are included in ENG 213.

CREDITS

3

DURATION

16 weeks

HOURS/WEEK

3

PREREQUISITES

ENG 132-3

ENG 138-3

TEXTBOOKS

Business Communication. Strategies and Skills. 2nd Canadian Edition. Huseman and Others.

Webster's New World Dictionary. College Edition. General Publishing Company.

The New Roget's Thesaurus in Dictionary Form. Revised. Lewis.

SUMMARY OF OBJECTIVES

1. Writing Area related: Compose, write, revise, and edit a broad variety of letters and memos using inductive or deductive patterns and neutral, good news, or bad news approaches.
2. Summarizing Area Related. Write brief paragraph summaries of the controlling idea and the supporting points in a document.
3. Vocabulary Area related. Compile mini-glossaries of appropriate business or legal terms and complete assignments requiring the use of these terms.
4. Revising, Proofreading, and Editing Develop revising, proof-reading, and editing skills and apply these skills in all written assignments.
5. Resume and Cover Letter Complete a resume and cover letter as required.

INSTRUCTIONAL METHODS

Instructional methods will vary according to the nature of the material and student needs.

ASSIGNMENTS AND WEIGHTING FACTORS

1. Area-related writing. . . . Objectives 1 and 4 . .50 per cent
(letters and memoranda, periodic in-class writing tests)
2. Summarizing Objectives 2 and 4 . .10 per cent
3. Professional vocabulary . . Objective 3 20 per cent
(study glossaries, exercises in business, legal usage)
4. Resume and cover letter . . Objective 5 10 percent
5. General Participation/learning activities 10 per cent
(class exercises and attendance)

WORKLOAD

To meet course objectives, students should expect to match each scheduled class hour with at least one hour of independent study.

GRADING

Letter grades will be assigned in accordance with Language and Communication Department Guidelines.

The following letter grades will be used in recording final grades.

"A+"	- Consistently outstanding
"A"	- Outstanding
"B"	- Above average
"C"	- Average
"R"	- Repeat course. The student has <u>not</u> completed the course objectives and the course must be repeated.

NOTE: Students may be assigned an "R" grade early in the course for unsatisfactory attendance and performance.

THOUR

Methods will vary according to the nature of the

WRITING FACTORS

Objectives 1 and 4 . . . 20 per cent
Objectives 2 and 4 . . . 10 per cent

Objective 3 . . . 10 per cent
Objectives 2 and 4 . . . 10 per cent

Objective 2 . . . 10 per cent
Objective 3 . . . 10 per cent
Objective 4 . . . 10 per cent

WORKLOAD

In past courses of writing, students should expect to attend

GRADING

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- Consistently outstanding
- Outstanding
- Above average
- Average
- Repeat course. The student has not completed the course objectives and the course must be repeated.

NOTE: Grades may be assigned an "R" grade early in the course for unsatisfactory attendance and performance.

