

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ON

COURSE OUTLINE

COURSE TITLE: WRITING FOR OFFICE ADMINISTRATION

CODE NO.: ENG 213-3 SEMESTER: FALL

PROGRAM: OFFICE ADMINISTRATION

AUTHOR: LANGUAGE AND COMMUNICATION DEPARTMENT

DATE: SEPTEMBER 1992 PREVIOUS OUTLINE DATED: SEPTEMBER 1991

APPROVED: W/Coran DEAN DATE 1992 06 03

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, and 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 AND SUPPLIES

No text. Skill development units are provided.

GAGE Canadian Dictionary, GAGE Educational Publishing Company.

Roget's Thesaurus.

Two write-on overhead transparencies and one water-soluble transparency pen.

SUMMARY OF OBJECTIVES1. Writing

- a) Composing, writing, revising, editing and proofreading a broad variety of letters and memos.
- b) Adopting a pattern, approach, and tone that suits the writer's purpose.
- c) Preparing and writing a short memorandum report.

2. Summarizing/Vocabulary

- a) Mastering summarizing strategies
- b) Summarizing program-related articles
- c) Locating, defining and using unfamiliar terms from articles summarized.

3. Revising, Proofreading, and Editing

- a) Developing, revising, proofreading, and editing skills.
- b) Applying these skills in all written assignments.

INSTRUCTIONAL METHODS

Classroom periods (2 per week) will be used for skill development. A variety of instructional methods will be used to meet student needs. Vax periods (1 per week) will be used for completion of formal assignments utilizing skills developed in class.

ASSIGNMENTS AND GRADING

Letters and memos	55%
Memorandum report	10%
Summaries/Vocabulary	20%
Participation	15%
Total	100%

METHOD OF ASSESSMENT (GRADING METHOD)

The following letter grades will be assigned as final grades in courses in the Language and Communication Department:

A+	Consistently outstanding	(90% - 100%)
A	Outstanding achievement	(80% - 89%)
B	Consistently above average achievement	(70% - 79%)
C	Satisfactory or acceptable achievement in all areas subject to assessment	(60% - 69%)
R	Repeat--The student has not achieved the objectives of the course and the course must be repeated.	(Less than 60%)
CR	Credit exemption	
X	A temporary grade, limited to situations with extenuating circumstances, giving a student additional time to complete course requirements	

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

PLAGIARISM

Students should refer to the definition of "academic dishonesty" in the "Statement of Student Rights and Responsibilities."

Students who engage in "academic dishonesty" will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course, as may be decided by the professor.

In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced and to credit the author of the material, it is the policy of the department to employ the APA Documentation Format for referencing source material. An outline of this style is available from the professor.

