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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 1995 PREVIOUS OUTLINE DATED: SEPTEMBER 1994

APPROVED: NADEAN KOCH, DEAN, SCHOOL OF ARTS AND GENERAL EDUCATION

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DATE

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 will be available in the Campus Shop.

GAGE Canadian Dictionary, GAGE Educational Publishing Company.

Roget's Thesaurus.

The Gregg Reference Manual, 4th Canadian edition, Sabin and O'Neill.

Worksheets to accompany The Gregg Reference Manual, 4th Canadian Edition.

COURSE OBJECTIVES

Upon completion of this course, students will be able to do the following:

1. Compose, write, revise, and edit business documents
2. Adapt organization, tone, and language level to a specific reader
3. Read, summarize, and offer thoughtful commentary on program-related selections
4. Research, prepare, and write a short report in memorandum format

Students will be responsible for the ongoing review and practice of writing fundamentals (sentence structure, grammar, punctuation, spelling, usage conventions, and so forth).

INSTRUCTIONAL METHODS

Classroom periods (2 per week) will be used for skill practice and related quizzes. A variety of instructional methods will be used to meet student needs. Computer labs (1 per week) will be used for completion of more formal, graded assignments, quizzes, and tests.

ASSIGNMENTS AND GRADING

Writing strategies	
- assignments and quizzes	15%
Business correspondence	55%
(including a short quiz and a final test)	
Memorandum report	15%
Reading/Writing assignments (2)	15%
Total	100%

Students are expected to complete all assignments, quizzes, and tests in class at the announced times. Due dates will be announced for the reading/writing assignments and memorandum report.

Marking schemes for assignments will differ from professor to professor and from assignment to assignment. This flexibility recognizes that professors need to vary their approach as they assist students with varying levels of competence to meet the objectives of the course.

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 a documentation format for referencing source material.

SPECIAL NOTES

All students should be aware of the Special Needs Office in the college. Students with identified special needs are encouraged to discuss required accommodations confidentially with the professor. It is the responsibility of students who require accommodations to contact the Special Needs Office. All students and their tutors are required to meet with the professor before tutoring begins and as needed throughout the semester to enhance the learning process and student success.

ADVANCED CREDIT

Students who have completed an equivalent post-secondary course should bring relevant documents to the Coordinator, Language and Communication Department. Those who have related employment-centred experience should see the Prior Learning Assessment (PLA) Coordinator.