

Sault College of Applied Arts and Technology sault ste. marie

Course Outline

OFFICE PROCEDURES

SPR-114

Mrs. Margaret Simpson
Instructor

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revised January 1979

INTERMEDIATE OFFICE PROCEDURES

Semester II

TEXTS: Professional Applications in Typewriting, Farmer,
Gage Educational Publishing, Agincourt, Ontario

Office Procedures 2000, Westgate; Gage Publishing

Typing Power Drills, Lloyd, Rowe, Winger

EVALUATION: All work must be "mailable" and be 100% accurate
in set-up.

Work will be graded A, B, C, I. An "I" can be
repeated at the instructor's discretion, but
the highest mark that can be obtained on a re-
write is a "B".

A	=	85	-	100
B	=	70		84
C	=	60		69
I	-	Below		60

ATTENDANCE IS MANDATORY!

ALL WORK SUBMITTED LATE WILL BE PENALIZED AT THE RATE OF 5 MARKS
PER DAY

ASSIGNMENTS TO BE COMPLETED FROM Office Procedures 2000 WILL BE
GIVEN IN THE CLASSROOM

NOTE:

1. Drills and a timed writing will be done once per week. If work submitted indicates a need for more drills, they will be assigned where necessary.
2. A typing speed of 50 w.p.m. with three or fewer errors is required by the end of semester II.
3. The assignments listed in the objectives are guidelines only. More may be added, or some may be deleted, as deemed necessary by the instructor.

OBJECTIVE #1

Due: January 12

- review of manuscripts (footnotes, bibliographies)
- review of letter styles
- Jobs IV.9
 - .10
 - .12
 - .13
 - .14

OBJECTIVE #2

Due: January 17

- typing of memos & News Releases
- Jobs V.2
 - .6
 - .8
 - .10
 - .13
 - .15

OBJECTIVE #3

Due: January 19

- read chapter 10 in Office Procedures 2000 and do assignments from that chapter.

OBJECTIVE #4

Due: February 2

- meetings (agenda, minutes)
- Jobs V.17, V.20, V.21 plus chapter 12 in O.P. 2000

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OBJECTIVE #5

Due: February 7

- postcards, labels for files, index cards
- business letters (composition)
- Jobs V.24
 .25
 .36
 .41

OBJECTIVE #6

Due: February 9

- read chapter 6 in Office Procedures 2000 and do assignments from it

OBJECTIVE #7

Due: February 14

- travel plans (itinerary, expense accounts)
- jobs V.30, V.34 plus handout assignments from instructor

OBJECTIVE #8

Due: February 16

- read chapter 18 in Office Procedures 2000 and do assignments from it

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OBJECTIVE #9

Due: February 23

- form typing (invoices, purchase orders, etc.)
- jobs V.44
 .46
 .48

WINTER BREAK

OBJECTIVE #10

Due: March 9

- letters of application and data sheets
- jobs V.55 and V.56 plus handout assignments from instructor

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OBJECTIVE #11

Due: March 16

- read chapter 22 in Office Procedures 2000 and do assignments

OBJECTIVE #12

Due March 21

- read chapter 14 in Office Procedures 2000 and do assignments

OBJECTIVE #13

Due: March 23

- duplicating procedures
- perfect copies of pages 162 and 163 (typing text)

OBJECTIVE #14

Due: April 6

- duplicating procedures
- job VI.4 - using a spirit master
- VI.5 - " " " " Plus handouts from instructor
- VI.8 - using a stencil master
- TTT 2 - t1 II II II
- VI.10 - using an electronic stencil

OBJECTIVE #15

Due: April 20

- "ON THE JOB" - Part VII - typing text

Note: this objective will account for 50% of the final mark

it is to be done in class time only, not after regular hours unless at the discretion of the instructor (in case of prolonged illness consideration would be made to allow for completion of project.)

TESTING - TYPING AND OFFICE PROCEDURES April 23 and 24, 1979