

# Sault College of Applied Arts and Technology sault ste. marie.

## Course Outline

EXECUTIVE OFFICE PROCEDURES

SPR 225-8

revised

January 1979 (M. Simpson)

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SAULT COLLEGE  
OF APPLIED ARTS AND TECHNOLOGY

EXECUTIVE SECRETARIAL  
OFFICE PROCEDURES  
SEMESTER IV

revised January 1979

Margaret Simpson

EXECUTIVE SECRETARIAL

OFFICE PROCEDURES  
SEMESTER IV

TEXT: Secretarial Procedures and Administration, 6th ed.  
by Hanna/Popham/Tilton

Simulated Office Situations for Secretarial Procedures  
and Administration, Revised June 1977

Statistical Typing (Wanous)

Reference Manual for Stenographers and Typists, Canadian Ed. (Sabin)

MATERIALS REQUIRED:

Typing Paper (NOT CORRASABLE BOND!)

Carbon Paper

Manilla File Folders (preferably 8-1/2 x 11)

Typewriter Eraser

Dictionary

Perpetual Diary

Pads of stationery for Dynamics Inc.:

- letterhead
- interoffice memos - full sheet
- half sheet
- envelopes

STUDENTS WILL COMPLETE THE ATTACHED OBJECTIVES PRIOR TO THE END OF SEMESTER IV  
AND IN ADDITION, THE FOLLOWING MUST BE ACCOMPLISHED:

- Typing Speed of 60 wpm with a maximum of three errors (60 wpm is minimum)
- Training on the power typing equipment, as scheduled
- Work experience in the community as designated

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SEMESTER IV

EXECUTIVE OFFICE PROCEDURES

GRADING

Simulated Office Situations 40%

- S.O.S. #5
- S.O.S. #9
- S.O.S. #7
- S.O.S. #8

Tests 35%

- part 5
- part 9
- part 7
- part 8

Purchasing Department

Personnel Dept. 15%

Accounting Dept.

Class Work (verbal and/or written assignments) 10%

100%

WORK MUST BE SUBMITTED ON TIME-  
LATE SUBMISSION.

-PENALTY OF 5 MARKS PER DAY FOR

ATTENDANCE IS MANDATORY!

## OBJECTIVE 1

OBJECTIVE: Student will become familiar with work involved in a Purchasing Department (material from instructor)

APPLICATION: 1. Type, as a bound manuscript, a narrative dealing with a Purchasing Dept.

2. Produce tables, purchase orders, and letters

TIME: 6 periods of 50 minutes each

## OBJECTIVE 2

OBJECTIVE: Student will become familiar with the basics of the following filing systems: alphabetic  
geographic  
numeric  
subject

APPLICATION: 1. Read chapter 14, p. 305 - 333

2. Solve problems and answer questions based on chapter

TIME: 4 periods of 50 minutes each

## OBJECTIVE 3

OBJECTIVE: Student will practice alphabetic indexing

APPLICATION: 1. Read chapter 15, p. 336 - 360

2. Solve problems from text and from handouts

TIME: 3 periods of 50 minutes each

## OBJECTIVE 4

OBJECTIVE: To increase speed in typing and decrease errors

APPLICATION: Drills, timed writings, etc.

GOAL: 55 wpm, with maximum of 3 errors

TIME: 1 period of 50 minutes

## OBJECTIVE 5

TEST ON WORK COVERED IN OBJECTIVES 2, 3 TIME: 2 periods

## OBJECTIVE 6

OBJECTIVE: Student will accomplish a segment of work assigned with little or no direction from instructor. Subject: Secretarial Management of Records, S.O.S. #5

APPLICATION: 1. Read the dialogue provided in the simulation  
2. Submit "mailable" work in a file folder

TIME: 8 periods of 50 minutes each

## OBJECTIVE 7

OBJECTIVE: Student will carry out work pertaining to a Personnel Department

APPLICATION: 1. Type, in bound-manuscript style, narrative of a Personnel Department  
2. Type forms peculiar to a Personnel Dept.

TIME: 6 periods of 50 minutes each

## OBJECTIVE 8

OBJECTIVE: To increase typing speed and decrease errors

APPLICATION: Drills, timed writings, etc.

Goal: 57 wpm with maximum of 5 errors

TIME: 1 period of 50 minutes

## OBJECTIVE 9

OBJECTIVE: Student will prepare letters of application, resume, follow-up letters

APPLICATION: 1. Read chapter 26, pages 611 - 643  
2. Solve problems and answer questions from text and handouts  
3. Prepare "mailable" employment correspondence

TIME: 8 periods of 50 minutes each

OBJECTIVE 10

OBJECTIVE: Student will learn to plan for a professional future

APPLICATION: 1. Read chapter 27, pages 647 - 664  
2. Answer questions and solve problems based on chapter

TIME: 3 periods of 50 minutes each

OBJECTIVE 11

OBJECTIVE: To increase typing speed and decrease errors

APPLICATION: Drills, timed writings, etc.  
Goal: 57 wpm with maximum of 4 errors

TIME: 1 period of minutes

OBJECTIVE 12

OBJECTIVE: Student will deal with fulfilling an administrative role

APPLICATION: 1. Read chapter 28, pages 666 - 681  
2. Answer questions and deal with case studies

TIME: 3 periods of 50 minutes each

OBJECTIVE 13

TEST ON WORK COVERED IN OBJECTIVES 9, 10, 12 TIME: 2 periods of 50 min. each

OBJECTIVE 14

OBJECTIVE: To accomplish a segment of work assigned, with little or no supervision from instructor. Subject: Your Professional Future, S.O.S. #9

APPLICATION: 1. Read carefully the dialogue provided in the simulation  
2. Submit "mailable" work in a file folder

TIME: 8 periods of 50 minutes each

OBJECTIVE 15

OBJECTIVE: Student will become familiar with Accounting Dept. procedure<sup>^</sup>H  
- material provided by instructor. <sup>^^</sup>

OBJECTIVE 15 - cont'd.

- APPLICATION:           1. Type as a bound manuscript, material dealing with the work of an Accounting Dept.
2. Produce financial statements in a variety of styles
- TIME:                   8 periods of 50 minutes each

OBJECTIVE 16

- OBJECTIVE:           To reduce typing errors and increase typing speed
- APPLICATION:         Drills, timed writings, etc.
- Goal: 57 wpm with maximum of 3 errors
- TIME:                 1 period of 50 minutes

OBJECTIVE 17

- OBJECTIVE:           Student will learn how to collect business information
- APPLICATION:         1. Read chapter 19, pages 447 - 461
2. Answer questions and problems from text and handouts
- TIME:                 6 periods of 50 minutes each

OBJECTIVE 18

- OBJECTIVE:           Student will present statistical information in proper form
- APPLICATION:         1. Read chapter 20, pages 464 - 482
2. Answer questions and solve problems based on chapter
- TIME:                 6 periods of 50 minutes each

OBJECTIVE 19

- OBJECTIVE:           Student will do report writing——gather information and present in proper form
- APPLICATION:         1. Read chapter 21, pages 486 - 510
2. Answer questions and solve problems based on chapter
3. Case Study
- TIME:                 8 periods of 50 minutes

OBJECTIVE 20

OBJECTIVE: TEST ON WORK COVERED IN OBJECTIVES 17, 18, 19  
TIME: 2 periods of 50 minutes each

OBJECTIVE 21

OBJECTIVE: To increase typing speed and decrease errors  
APPLICATION: Drills, timed writings, etc.  
Goal: 59 wpm with maximum of 3 errors  
TIME: 1 period of 50 minutes

OBJECTIVE 22

OBJECTIVE: Student will complete work assigned, with little or no direction from instructor. Subject: Collecting, Processing, and Presenting Business Data, S.Q.S. #7  
APPLICATION: 1. Read dialogue provided in simulation  
2. Submit "mailable" work in a file folder  
TIME: 8 periods of 50 minutes each

OBJECTIVE 23

OBJECTIVE: Student will learn banking services and the responsibility of a secretary in this area  
APPLICATION: 1. Read chapter 22, pages 517 - 541  
2. Answer questions and solve problems based on chapter  
TIME: 4 periods of 50 minutes each

OBJECTIVE 24

OBJECTIVE: Increase typing speed and decrease errors  
APPLICATION: Drills, timed writings, etc. Goal: 60 wpm with max. of 5 errors  
TIME: 1 period of 50 minutes

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**OBJECTIVE 25**

**OBJECTIVE:** Student will learn how to handle investment and insurance records

**APPLICATION:** 1. Read chapter 23, pages 544 - 563  
2. Answer questions and solve problems related to chapter

**TIME:** 4 periods of 50 minutes each

OBJECTIVE 26

**OBJECTIVE:** TEST ON WORK COVERED IN OBJECTIVES 23, 25

**TIME:** 2 periods of 50 minutes each

OBJECTIVE 27

**OBJECTIVE:** Student will learn payroll procedures

**APPLICATION:** 1. Read chapter 24, pages 567 - 584  
2. Answer questions and solve problems related to chapter

**TIME:** 3 periods of 50 minutes each

OBJECTIVE 28

**OBJECTIVE:** Student will deal with the legal facets of secretarial work

**APPLICATION:** 1. Read chapter 25, pages 588 - 603  
2. Answer questions and deal with a case study

**TIME:** 3 periods of 50 minutes each

OBJECTIVE 29

**OBJECTIVE:** Increase typing speed and decrease errors

**APPLICATION:** Drills, timed writings, etc. Goal: 60 wpm with max. of 4 error

**TIME:** 1 period of 50 minutes

OBJECTIVE 30

TEST ON WORK COVERED IN OBJECTIVES 27, 28      **TIME:** 2 periods of 50 minutes each

OBJECTIVE 31

OBJECTIVE: Student will complete work assigned, with little or no direction from instructor. Subject: Financial and Legal Aspects of Secretarial Work, S.O.S. #8

APPLICATION: 1. Read dialogue in simulation and submit "mailable" work

TIME: 10 periods of 50 minutes each

OBJECTIVE 32

OBJECTIVE: Increase typing speed and decrease errors

APPLICATION: Drills, timed writings, etc.

Goal: 60 wpm with maximum of 3 errors

TIME: 1 period of minutes

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