

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY
SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Outline: LEGAL OFFICE PROCEDURES II

Code No.: SPR 232-9

Program: EXECUTIVE SECRETARIAL

Semester: FOUR

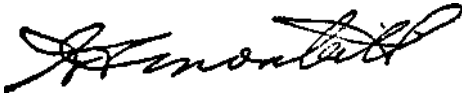
Date: JANUARY, 1980

Author: ROSE CAICCO

New:

Revision: X

APPROVED:


Chairperson

Date

LEGAL OFFICE PROCEDURES

During Semester IV, the student will participate in Work Experience which will consist of working one full day per week in an office to be assigned by the instructor. Participation in Work Experience is mandatory, however, the student must maintain a "B" average in order to participate otherwise the day regularly scheduled for Work Experience will be a regular school day in which the student will receive additional assistance in the subject area(s) in which the student is encountering difficulty.

The specific objectives through which the general objectives of the course will be satisfied are outlined on the following pages:

FOR GENERAL OBJECTIVES:

refer to COURSE OUTLINE - LEGAL OFFICE PROCEDURES I
SPR 222-9
SEPTEMBER, 1979