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Course--Ou11ine

EXECUTIVE SECRETARIAL

OFFICE PROCEDURES

SPR225-8

Instructor: Margaret Simpson

*Revised
January 1981*

revised January 1980

EXECUTIVE SECRETARIAL

OFFICE PROCEDURES
SEMESTER IV

MATERIALS REQUIRED:

- as in Semester III

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

working in the community as assigned in the college's "Career Experience" program

GRADING

S.O.S. #3	10%
S.O.S. #4	10%
S.O.S. #5	10%
S.O.S. #8	20%
S.O.S. #9	20%

DEPARTMENTS

Purchasing	10%
Sales	10%

QUIZZES

Quiz #1	10%
Quiz #2	10%
Quiz #3	10%
Quiz #4	10%
Quiz #5	10%

TESTS

Test #1	20%
Test #2	20%

Binder	20%
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There will be a five-mark penalty for assignments submitted late.

FOLLOWING ARE THE OBJECTIVES TO BE COMPLETED, WITH APPROXIMATE TIME PERIODS:

Week One

- Student will be introduced to the material required to complete S.O.S. #8 - "Banking" 1 pd.
- Drills and timed writing 1 pd.
- Quiz #1 1 pd.
- S.O.S. #8 5 pds.

Week Two

- Complete S.O.S. #8 5 pds.
- Drills and timed writing 1 pd.
- Case Study 2 pds.

Week Three

- Student will become familiar with material required to complete S.O.S. #5 - "Records Management" 1 pd.
- Drills and timed writing 1 pd.
- Quiz #2 1 pd.
- S.O.S. #5 5 pds.

Week Four

- Complete S.O.S. #5 3 pds.
- Drills and timed writing 1 pd.
- Speaker or Tour 2 pds.
- Student will complete assignment dealing with a Purchasing Department 2 pds.

Week Five

- Complete Purchasing Department 6 pds,
- Test #1 2 pds,

Week Six

- Student will be introduced to the material required to complete S.O.S. #9 - "Your Professional Future" 1 pd.
- Drills and timed writing 1 pd.
- Quiz #3 1 pd.
- S.O.S. #9 5 pds.

Week Seven

- Complete S.O.S. #9 3 pds.
- Drills and timed writing 1 pd.
- Introduction to S.O.S. #3 - "Written Communications" 1 pd.
- Quiz #4 1 pd.
- Work periods to update binders 2 pds.

Week Eight

- Complete S.O.S. #3 7 pds.
- Drills and timed writing 1 pd.

Week Nine

- Student will be introduced to S.O.S. #4 - "Transmittal Services" 1 pd.
- Quiz #5 1 pd.
- Drills and timed writing 1 pd.
- Complete S.O.S. #4 5 pds.

Week Ten

- Complete S.O.S. #4 3 pds.
- Drills and timed writing 1 pd.
- Speaker or Tour 2 pds.
- Case Study 2 pds.

Week Eleven

- Timed production periods 5 pds.
- Drills and timed writings 1 pd.
- Work period on updating binders 2 pds.

Week Twelve

- Student will complete assignment dealing with a Sales Department 7 pds.
- Drills and timed writing 1 pd.

Week Thirteen

- Timed production periods 6 pds.
- Drills and timed writings 2 pds.

Week Fourteen

- Drills and timed writing 1 pd.
- Test #2 2 pds.
- Updating binder 3 pds.
- Case Study 2 pds.

Week Fifteen

This will be used for review and any redoing of work for insertion in binder.