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OFFICE PROCEDURES

SPR129

SECRETARIAL - COMMON

revised- January 1982 - Mara. Simpson

TEXTS: None

REFERENCE MATERIALS: Office Procedures 2000, Westgate

MATERIALS NEEDED: Typing Paper  
Carbon Paper  
3-ring binder

DURATION: Two 50-minute periods per week for 15 weeks

GENERAL OBJECTIVES:

Student will be given an exposure to, and will gain experience in, three secretarial specialties:

1. Executive Secretarial
2. Legal Secretarial
3. Medical Secretarial

SPECIFIC OBJECTIVES:

1. Student will do a Simulated Office Situation as an Executive - Secretarial project. Duration: 2 periods per week for 5 weeks.
2. Student will create legal documents and will do correspondence of a legal nature. Duration: 2 periods per week for 5 weeks.
3. Student will produce correspondence peculiar to the medical profession and will learn how to complete various medical forms. Duration: 2 periods per week for 5 weeks.

NOTE: Speakers from the community representing each of the above professions will be invited to the college to tell students something about each of their positions. Students will be expected to submit a report on each speaker.

GRADING: A - 85 - 100  
B - 70 - 84  
C - 60 - 69  
I - under 60

ALL WORK IS TO BE DONE DURING  
REGULARLY-SCHEDULED CLASS TIME.  
EXCEPTIONS WILL BE MADE AT THE  
DISCRETION OF THE INSTRUCTOR