

SAULT COLLEGE
of Applied Arts and Technology
Sault Ste. Marie

COURSE OUTLINE

EXECUTIVE OFFICE PROCEDURES

SPR225-8

revised

•Marg Simpson
January 1981

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EXECUTIVE SECRETARIAL
OFFICE PROCEDURES SPR 225-8

OBJECTIVES: Students will complete the attached objectives prior to the end of semester, and in addition, the following must be accomplished:

- typing speed of 60 w.p.m. in a five-minute timed writing, with a maximum of five errors.
- working in the community as assigned in the college's "Career Experience" program.

GRADING: A, B, C, I

A - 80 - 100
B - 70 - 79
C - 60 - 69
I - under 60

ASSIGNMENT GRADING:

S.O.S.#6 - 20%
S.O.S.#8 - 20%
S.O.S.#9 - 20%
S.O.S.#7 - 20%
S.O.S.#5 - 20%

TESTS - Test #1 - Parts 6 & 8 - 20%
Test #2 - Parts 7 & 9 - 20%
Test #3 - Part 5 20%
Test #4 - ALL 20%

BINDER - 20%

Executive Office Procedures
Semester IV

NOTE: Timed writings will be given approximately once per week and drills will be assigned where needed.

- Week 1 - Student will learn how to handle travel arrangements.
- Part 6, text, "Administrative Support Services: Assisting with Travel and Conference."
- Chapter 16 Handling Travel Arrangements
Questions based on chapter, group work
(preparation of all arrangements for travel for a fictitious employer.)
- Week 2 - S.O.S. #6 to be completed
- Week 3 - Part 8, text, "Administrative Support Services: Financial and Legal"
- Chapter 22 Banking Responsibilities
Chapter 23 Investment and Insurance
- Assigned reading, questions
- Week 4 - Chapter 24 Payroll and Tax Records
Chapter 25 Processing Legal Papers
- Assigned reading, questions
- Week 5 - S.O.S. #8 to be completed
TEST ON PARTS 6 and 8
- Week 6 - Part 9, "Your Profession: Placement, Advancement, and Supervision".
- Chapter 26 Selecting the Right Position
Chapter 27 Planning for a Professional Future
- Assigned reading, questions
- Week 7 - Chapter 28 Fulfilling Your Administrative Role
- Assignments from instructor, plus assigned reading, questions, and case studies.
- Week 8 - S.O.S. #9 to be completed.

Executive Office Procedures
Semester IV

- Week 9 - Part 7, "Administrative Support Services:
Organizing Business Data."

Chapter 18 Computer Technology & Communication
Chapter 19 Collecting Business Information
Assigned reading, questions and case studies
- Week 10 - Chapter 20 Presenting Statistical Information

Chapter 21 Assistance with reports, procedures,
writing, and publications

Assigned reading, questions, case studies

TEST ON PARTS 7 and 9
- Week 11 - S.O.S. #7 to be completed
- Week 12 - Part 5, "Administrative Support Services:
Management of Records".

Chapter 14 Records Control
Chapter 15 Alphabetic Indexing

Assigned reading, questions, case studies
- Week 13 - S.O.S. #5 to be completed
- Week 14 - Testing: to cover entire course

Binder containing the year's work to be updated
and submitted.