

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

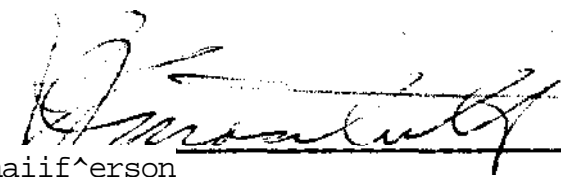
COURSE OUTLINE

Course Outline: EXECUTIVE OFFICE PROCEDURES
Code No.: OPE200
Program: OFFICE ADMINISTRATION
Semester: TWO
Date: JANUARY, 1988
Author: ELSIE LALONDE

New

Revision:

APPROVED


Chairperson

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Date

EXECUTIVE OFFICE PROCEDURES

OPE200

Course Name

Course Number

Prerequisite: OPC100

GENERAL OBJECTIVES;

1. The student will gain an understanding of the processes of dictation and transcription.
2. The student will gain an understanding of how to obtain information from reference books.
3. The student will gain an understanding of word processing concepts and procedures-
4. The student will gain an understanding of secretarial duties associated with banking routines and the student will gain an understanding of financial institutions.
5. The student will gain an understanding of the importance of security and insurance in the financial community-
6. The student will gain an understanding of accounting and payroll routines in modern business*
7. The student will gain a knowledge of how to prepare appropriate employment documentation and to land that first job.

SPECIFIC OBJECTIVES - see unit objectives**METHOD OF INSTRUCTION:**

- Video Presentations (where applicable and feasible)
- Guest Speakers (where feasible)
- Immediate feedback on student's application of learning through text and workbook
- Practical application of material through in and out-of-class use of workbook and/or instructor projects
- Instructor presentation on text material
- Bulletin Boards and "handout" materials

EVALUATION:

Tests (4 @ 20% each*)	80%
Study Guides & Assignments	15%
Quizzes (Unannounced)	5%
	100%

*plus applicable special topics and/or material from
The Gregg Reference Manual*

If a student is not able to write a test because of illness, or a legitimate emergency, that student must contact the instructor prior to the test and provide an explanation which is acceptable to the instructor (medical certificates or other appropriate proof may be required). In cases where the student has contacted the instructor, and where the reason is not classified as an emergency, i.e. slept in, forgot, etc., the highest achievable grade is a "C". In cases where the student has not contacted the instructor, the student will receive a mark of "0" on that test. **THERE WILL BE NO RE-WRITES OF TESTS OR QUIZZES.**

100% completion of all assignments and/or study guides is expected with a passing grade. Daily assignments not submitted within one week of the due date will result in the loss of 10 percent per assignment. No assignment will be accepted beyond this time with the exception of those in the Secretarial Centre who may turn work in one week late without a penalty. However, this is not recommended as the delay may handicap the student at test time. Assignments are to be turned in at the end of the class in which the assignment or study guide is due.

NOTE; a) Daily work will be graded "mailable" or "unmailable". Throughout the semester, the instructor will randomly select separate pieces of work. Each will be graded "M" or "U" and 70% of these will count towards the final grade. Since the objective of all office work is mailability, all assignments will be marked according to the error-deduction scheme provided below.

b) To be classified as "mailable" an item must receive at least 60% of the allotted points per each item. Example: If a student has 9 out of 10 "mailable" pieces, the mark earned would be 90% which means that 90% of the work submitted was mailable.

MARKING SCHEME;

- proofreading error -5
 - spelling errors (including word division) -5
 - punctuation (minor) -1/2
 - punctuation (major -proper noun or sentence ending) -5
 - all other errors -2: poor corrections
no enclosure notations
uncorrected carbon copies, etc.
 - formatting error (minor - "mailable" has not met formatting
criteria) -2
 - formatting error (major - "mailable") -5
3. Peer evaluation may be used as a part of this course.

GRADING SCALE:

- A+ - 95-100% - Consistently Outstanding
- A - 85- 94% - Outstanding Achievement
- B - 70- 84% - Consistently Above Average
- C - 60- 69% - Satisfactory or Acceptable Achievement
- R - 0- 59% - Course Must be Repeated

TEXTBOOK:

Contemporary Office Procedures, by Catherine M. Attridge and
Joan Cunnington (1983 - McGraw-Hall Ryerson)

Projects to Accompany Contemporary Office Procedures, (authorsr etc.
as above)

The Gregg Reference Manual, Third Canadian Edition, by William A. Sabin
and Sheilla A. O'Neill (1986 - McGraw-Hill Ryerson)

Study Guide and Workbook

MATERIALS;

- notepaper for lecture notes
- typing paper (not corrasable bond)
- newsprint (for file copies)
- onionskin (for copies being distributed)
- manilla file folders (8 1/2 x 11), minimum of 3
- erasing material
- carbon paper
- dictionary

**NOTE: Students will not be allowed into class without all required
texts and materials.**

CODRSE DURATION; 15 Weeks at five 50-minute periods per week.