THE SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE ON

COURSE OUTLINE

COURSE TITLE: Writing for Office Administration

CODE NO.:   Eng 213-3   SEMESTER: Winter

PROGRAM: Office Administration

AUTHOR: Language and Communication Department

DATE: January 1998   PREVIOUS OUTLINE DATED: October 1996

APPROVED: _Judith Morris_   DATE: _June /97_
               Dean

TOTAL CREDITS: 3

PREREQUISITES: Eng 155-3

LENGTH OF COURSE: 3 hours/week   TOTAL CREDIT HOURS: 48

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I.   COURSE DESCRIPTION:

This course enables Executive and Legal Office Administration students to develop and practice communication skills appropriate to their areas.

II.   LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:
(Generic Skills Learning Outcomes placement on the course outline will be determined and communicated at a later date.)

A.   Learning Outcomes:

Upon completion of this course, students will be able to do the following:
1. Adapt organization, tone and language level to a specific audience
2. Compose, write, revise and edit business documents
3. Read, integrate and explore program-related materials
4. Research, evaluate and write informal reports

Students will be responsible for the ongoing review and practice of writing fundamentals (sentence structure, grammar, punctuation, spelling, usage conventions, etc.).

B.   Learning Outcomes and Elements of the Performance:

Upon successful completion of this course, students will demonstrate the ability to:

1. Adapt organization, time and language level to a specific audience

Potential elements of the performance:
- differentiate between internal and external formats
- employ techniques that help the reader through the material
- explore business conventions, especially voice and usage
- employ effective tone and language to meet the needs of the reader
- recognize and employ standard business layouts
- recognize appropriateness of different layouts and content in documents

2. Compose, write, revise and edit business documents

Potential elements of the performance:
- identify audience
- select appropriate format given the audience
- select appropriate format given the content
- employ effective, professional vocabulary
- organize content within logical, cohesive parameters
- analyze and integrate research materials using standardized formats (MLA; APA)

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II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE (continued):

3. Read, integrate and explore program-related materials

Potential elements of the performance:
- read, evaluate and demonstrate understanding of eclectic materials
- demonstrate understanding through oral and/or written expressions

4. Research, evaluate and write informal reports

Potential elements of the performance:
- determine purpose and audience of report
- select suitable informal report format
- research content using a variety of sources
- demonstrate appropriate citations
- recognize bias
- employ effective language
- evaluate material for inclusion
- produce a polished report

III. TOPICS:

*Note: These topics sometimes overlap several areas of skill development and are not necessarily intended to be explored in isolated learning units or in the order below.

1. Business Documents
2. Continued Grammar Theory
3. Editing and Revising Skills
4. Researching Skills
5. Versatile Approaches to Reading

IV. REQUIRED RESOURCES / TEXTS / MATERIALS:

1. Gage Canadian Dictionary

2. Roget's Thesaurus

3. The Gregg Reference Manual (Fourth Canadian Edition) Sabin, Millar, Shine and Strashok. McGraw-Hill Ryerson

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IV.   REQUIRED RESOURCES / TEXTS / MATERIALS (continued):

4. Worksheets to accompany the Gregg Reference Manual, Fourth Canadian Edition

5. Text to be announced

Students may be required to purchase two overhead transparencies and a black or blue non-permanent transparency pen as well as two 3.5" computer disks.

V.   EVALUATION PROCESS / GRADING SYSTEM
MAJOR ASSIGNMENTS AND TESTING

1.	Business communications	60%
2.	Continued grammar theory	20%
3.	Informal Report(s)	20%
	Total	**100%**

METHOD OF ASSESSMENT (GRADING METHOD)

A+	Consistently outstanding	(90% - 100%)
A	Outstanding achievement	(80% - 89%)
B	Consistently above average achievement	(70% - 79%)
C	Satisfactory or acceptable achievement in all areas subject to assessment	(60% - 69%)
R	Repeat - The student has not achieved the objectives of the course, and the course must be repeated	(less than 60%)
CR	Credit exemption	
X	A temporary grade, limited to situations with extenuating circumstances, giving a student additional time to complete course requirements	

NOTE: Students may be assigned an "R" grade early in the course for unsatisfactory performance.

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TIME FRAME
Writing for Office Administration Eng 213-3 involves three periods per week for one semester.

GRADING

Marking schemes for essays and other assignments will differ from professor to professor and from assignment to assignment. This flexibility recognizes that professors need to vary their approaches as they assist students with differing levels of competence to meet the objectives of the course.

VI.   SPECIAL NOTES:

Special Needs
Students with special needs (e.g. physical limitations, visual impairments, hearing impairments, learning disabilities), are encouraged to discuss required accommodations with the professor and/or contact the Special Needs Office.

Complementary Activities
To meet course objectives, students should expect to match each scheduled class hour with independent study.

Plagiarism
Students should refer to the definition of "academic dishonesty" in the "Statement of Student Rights and Responsibilities."

Students who engage in "academic dishonesty" will receive an automatic failure for that submission and/or such other penalty, up to an including expulsion from the course.

In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced and to credit the author of the material, it is the policy of the department to employ a documentation format for referencing source material.

Advanced Standing
Students who have completed an equivalent post-secondary course must bring relevant documents to the Coordinator, Language and Communication Department:
- a copy of course outline
- a copy of the transcript verifying successful completion of the equivalent course

Note: A copy of the transcript must be on file in the Registrar's office.

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VI.   SPECIAL NOTES (continued):

Retention of Course Outlines
Students are responsible for retaining all course outlines for possible future use in gaining advanced standing at other post-secondary institutions.

Substitute course information is available at the Registrar's office.

VII.   PRIOR LEARNING ASSESSMENT

Students who have related employment-centered experience should see the Prior Learning Assessment (PLA) Coordinator.