

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY
SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Outline: EXECUTIVE OFFICE PROCEDURES

Code No.: SPR 225

Program: EXECUTIVE SECRETARIAL

Semester: FOUR

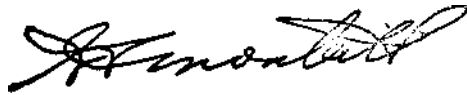
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Author; M. SIMPSON

New;

Revision: X

APPROVED:



Chairperson

Date

CALENDAR DESCRIPTION

EXECUTIVE OFFICE PROCEDURES

SPR 225

Course Name

Course Number

PRE-REQUISITE(S);

Pre-requisite for SPR 224 is TYP 120 and SPR 119

Pre-requisite for SPR 225 is SPR 224

TEXTBOOK(S):

Executive Secretarial Procedures

2nd Canadian Edition by Place, Byers, et al, 1981, McGraw Hill

In-baskets and stationery packets for above.

It's All Rough Draft

by Sanderson, 1980, McGraw-Hill

MATERIALS:

- carbon paper
- typing paper (not corrassable bond)
- newsprint (for file copies)
- onion skin (for copies being distributed)
- manilla file folders (8 1/2 x 11)
- file labels
- erasing material
- perpetual diary

TYPING SPEEDS:

Timed writings will be given approximately once per week. Remedial drills will be assigned as needed to assure that student achieves the speed and accuracy as outlined below. Speed is based on a 5-minute timed writing and is a gross score. Only timings with five errors or fewer will be accepted. Student must have a minimum of three at required speed per semester.

SUGGESTED TYPING SPEED:

Mid-term Semester III	- 52 g.w.p.m.
End of Semester III	- 55 g.w.p.m.
Mid-term Semester IV	- 57 g.w.p.m.
End of Semester IV	- 60 g.w.p.m.

ROUGH DRAFT TYPING:

This is a timed production class and will be done one period per week. No allowance will be made for out-of-class work for rough draft production.

Marks are determined as follows;

<u>Mid-Term</u>		End of Semester	
Test	80%	Tests	60%
Rough Draft	10%	Rough Draft	10%
Timed Writings	10%	Timed Writings	10%
		Binder	20%

TESTS:

Semester III	4 practical (include typing and theory) 1 Performance Test
Semester IV	3 practical (include typing and theory) 2 Performance Tests

A test will be given following completion of each In-Basket. One rewrite for each test will be given immediately after the test. The highest mark that can be attained is 60% on that rewrite.

BINDERS:

Perfect copies only of In-Baskets will be kept in a precedent binder. The In-Baskets are daily class work and when checked by instructor if perfect go into binder; if not, must be redone prior to going into binder.

TIMED WRITINGS:

The mark for timed writings is determined as follows:

Semester III		Semester IV	
60 and over =	100	68 and over =	100
59	96	67	96
58	92	66	92
57	88	65	88
56	84	64	84
55	80	63	80
54	76	62	76
53	72	61	72
52	68	60	68

FIELD TRIPS/SPEAKERS:

These are arranged to enhance classroom activities. Student attendance is mandatory. Absence, without prior notice or just cause, will result in loss of 10% for total semester mark.

MISCELLANEOUS

The course will consist of:

- lecture sessions
- discussions
- human relations and case studies
- completion of "In-Baskets"

When doing these, you are employed by the firm "Intertech" located in Vancouver, B.C. Due dates will be given for completion of work and if not submitted by that deadline, 10 marks will be deducted from total semester mark for each late occurrence.

- In-Baskets will be graded "S" Satisfactory or "U" Unsatisfactory. Since these In-Baskets are the material for the precedent binder, anything not done correctly must be redone.
- To be included in In-Baskets are completed Reference Sections from corresponding chapters; example: I.B. #1 - Reference section. Chapters 1, 2, 3, 4.

SEMESTER IV

- Week 1
- Chapter 16 - Electronic Data Processing
 - Begin In-Basket #5
 - Rough draft production
- Week 2
- Chapter 17 - Researching Information
 - In-Basket #5
 - Rough draft production
- Week 3
- Chapter 18 - Preparing Reports and Manuscripts
 - Complete In-Basket #5
 - Rough draft production
- Week 4
- Test #1
 - Case studies
 - Rough draft production
- Week 5
- Tour
 - Chapter 19 - Supervisory Techniques
 - Begin In-Basket #6
 - Rough draft production
- Week 6
- Chapter 20 - Meetings and Conferences
 - In-Basket #6
 - Rough draft production
- Week 7
- Chapter 21 - Travel Arrangements
 - In-Basket #6
 - Rough draft production
- Week 8
- Complete In-Basket #6
 - Performance Test #2
 - Rough draft production
- Week 9
- Chapter 22 - Banking Procedures
 - Case studies
 - Rough draft production
 - Test #2

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Week 10	Continue Chapter 22 Chapter 23 - Office Finance Rough draft production
Week 11	Begin In-Basket #7 Rough draft production
Week 12	Chapter 24 - Making Career Choices In-Basket #7 Rough draft production
Week 13	Chapter 25 - getting the Right Job Chapter 26 - Career Mobility Complete In-Basket #7 Rough draft production
<u>Week 14</u>	- Performance Test #3 - Case studies - Rough draft production
<u>Week 15</u>	- Test #3 - Rough draft production - Binder work
Week 16	- Binder submission

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ROUGH DRAFT

Student expected to read the information which precedes each unit prior to beginning same. This reviews the procedures needed for each particular unit.

It's All Rough Draft is student's preparation for becoming a "thinking" typist rather than a "copy-typist".

Since this is timed production, mark assigned for each day's work reflects amount of work that should have been completed in that specified time. Should student complete 2 of 3 assignments, she will be marked out of 3, i.e. if each worth 10 marks and the 2 completed are perfect, mark would be 20/30.

There will be no tests for Rough Draft Production. Semester mark is based solely on the daily production classes.

Items to be completed will be assigned each production day.

No carbon copies are required for Rough Draft Production.