



GRANDE PRAIRE REGIONAL COLLEGE
OFFICE ADMINISTRATION
COURSE OUTLINE

SEP. 12 2001

OA 1210
Office Procedures

INSTRUCTORS: Kelly Coulter Office: C214
E-mail: kcoulter@gprc.ab.ca
Office Hours: Tuesday & Thursday 1:00 – 2:30 p.m. or by appointment

Sharron Barr Office: C411
E-mail: barr@gprc.ab.ca
Office Hours: Monday – Friday 11:30 a.m.-1:00 p.m. or by appointment.

Evans Forysth Office: C415
E-mail: forsyth@gprc.ab.ca
Office Hours: Monday – Friday 9:00 – 10:00 a.m. or by appointment

NOTE: This course is team-taught.

TEXT: Administrative Procedures for the Canadian Office 5th Edition, Kilgour, Lauralee. Scarborough, Ont., Prentice Hall

Applied Human Relations, An Organizational and Skill Development Approach, Benton, Douglas A. Toronto, Ont. Prentice Hall.

Quick Filing Practice 3rd Canadian Edition, Stewart, Jeffery. McGraw-Hill Ryerson.

PREREQUISITE: None

COURSE DESCRIPTION: Reviews the processing of information in a business office. Provides preparation work in today's office by introducing offices systems, business communication systems, information processing technology and procedures. Prepares students to become more sensitive and self-conditioned in order to enhance chances of a successful career planning.