

GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION
COURSE OUTLINE

OA 121 - OFFICE PROCEDURES I

- TEXT:** Barrington, N.L., Liddy, C.A., Fruehling, R.T. & Weaver, C.K. Electronic Office Procedures: First Canadian Edition. Toronto, ON: McGraw-Hill Ryerson Limited, 1990.
- PREREQUISITE:** None. The student, however, should be registered in, or completed, an introductory typewriting course.
- COURSE DESCRIPTION:** Reviews of the processing of information in the evolution of the business office. Provides preparation for work in today's offices, including an understanding of: the technological evolution, office systems, information processing technology, time management and work organization, meetings and conferences, and arranging business trips and itineraries.
- COURSE GOAL:** The demands placed on administrative support staff is being redefined in the face of new technology. You will be prepared to enter the business office and meet the challenges provided by increasing changes in technology.
- COURSE OBJECTIVES:** You will be able to:
1. Describe the evolution of the modern business office.
 2. Understand and apply the principles of time management, planning and scheduling.
 3. Identify and perform the key elements of meetings.
 4. Understand and apply procedures involved in making travel arrangements.
- GRADING:**
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| Module Assignments and Quizzes | 64% |
| Final examination | 36% |

Fall, 1991

OA 121 OFFICE PROCEDURES-COURSE SCHEDULE
SECTIONS A AND B, FALL 1991

DATES	SECTION A	SECTION B
September 9-18	Module I (GS) Chapters 1, 2	Module II (DG) Chapters 3, 4
September 19-30	Module II (DG) Chapters 3, 4	Module I (GS) Chapters 1, 2
October 1-10	Module III (GS) Chapters 7, 8	Module IV (DG) Chapters 13, 14
October 15-24	Module IV (DG) Chapters 13, 14	Module III (GS) Chapters 7, 8
October 25-November 6	Module V (GS) Chapters 9, 10	Module VI (DG) Chapters 11, 12
November 7-20	Module VI (DG) Chapters 11, 12	Module V (GS) Chapters 9, 10
November 21-29	Module VII (GS) Chapter 16	Module VIII (DG) Chapter 15
December 2-10	Module VIII (DG) Chapter 15	Module VII (GS) Chapter 16

The final examination date will be set by the Registrar's Office.