



Grande Prairie Regional College

Department: Office Administration

COURSE OUTLINE – WINTER 2009

OA 1220 Administrative Procedures II 3 (3-0-0)

Instructor Cara Leaf

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Office T TH 1:00-2:20

Hours W 11:30-12:50
(or by appointment)

Prerequisite(s)/corequisite(s):

None

Required Text/Resource Materials:

Blaney, Fulton-Calkins, Office Procedures for Administrative Professionals, Thomson Nelson

Description:

This course focuses on procedures for handling electronic mail (Outlook 2003) and traditional mail, front line reception/scheduling and electronic calendar systems (Outlook 2007), internet travel arrangements, and formal and informal meetings. Students will also study and research employment strategies, prepare a critical employability skills portfolio and resume, and participate in a simulated job interview.

Credit/Contact Hours:

3 Credits/ 45 contact hours

Delivery Mode(s):

Lecture/Lab

Objectives:

To use and understand basic commands, functions, and capabilities of electronic mail and scheduling as well as presentation software.

To prepare a Skills Portfolio that verifies and demonstrates learned office skills.

To research, apply for and succeed in a variety of employment situations.

Grading Criteria:

Topic Quizzes	25%	Portfolio	20%
Assignments	20%	Outlook Assignments	15%
PowerPoint Presentations	15%	Professionalism	5%

Grades will be assigned on the Letter Grading System.

Administrative Technology Department

Grading Conversion Chart

Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation
A+	4	90 – 100	EXCELLENT
A	4	85 – 89	
A-	3.7	80 – 84	FIRST CLASS STANDING
B+	3.3	76 – 79	
B	3	73 – 75	GOOD
B-	2.7	70 – 72	
C+	2.3	67 – 69	SATISFACTORY
C	2	64 – 66	
C-	1.7	60 – 63	
D+	1.3	55 – 59	MINIMAL PASS
D	1	50 – 54	
F	0	0 – 49	FAIL

Course Schedule/Timeline:

<u>Week</u>	<u>Topic</u>	<u>Required Reading</u>
Jan. 8	Workplace Visitors & Scheduling Appointments	Ch 13
Jan. 15	Planning Meetings & Conferences	Ch 14
Jan. 22	Arranging for Business Travel	Ch 15
Jan. 29	Portfolio/Resume/Career Path	Ch 16
Feb. 5	Portfolio/Resume/Career Path	In Class
Feb. 12	Portfolio/Resume/Career Path	In Class
Feb. 19	Reading Week	
Feb. 26	Effective Presentations/PowerPoint	Ch 7
Mar. 5	Effective Presentations/PowerPoint	On Blackboard
Mar. 12	PowerPoint Presentations/Job Interview	
Mar. 19	PowerPoint Presentations/Job Interviews/Outlook	
Mar. 26	Outlook	Handouts
Apr. 2	Outlook/Portfolio Due	Handouts
Apr. 9	Outlook	Handouts

Statement on Plagiarism:

The instructor reserves the right to use electronic plagiarism detection services. See pages 44-55 of the college calendar for plagiarism, cheating and penalties.