



Grande Prairie Regional College

Office Administration

COURSE OUTLINE – WINTER 2010

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

Instructor Garth Finlay

Phone 780-539-2988

Office C209

Text 780-897-0708

Office Mon. 10:00 - 12:00

E-mail gfinlay@gprc.ab.ca

Hours Tue. 1:00 – 2:30

Or by Appointment

Prerequisite(s)/corequisite(s):

None

Required Text/Resource Materials:

Fulton-Calkins, Stulz, Procedures & Theory for Administrative Professionals, South-Western Cengage Learning

Description:

This course focuses on procedures for handling electronic mail (Outlook 2007) and traditional mail, front line reception/scheduling and electronic calendar systems (Outlook 2007), and internet travel arrangements. 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:

Portfolio	30%	Job Search Assignment	25%
Outlook Assignments	10%	PowerPoint Presentations	10%
In Class Case Studies	10%	Job Success Skills	10%
Course Outline Quiz	5%		

All assignments must be completed and submitted in order to receive a final grade for the course.

Late Assignments

Labs/cases, and assignments will not be accepted late unless prior arrangement has been made with your instructor. It is your responsibility as a student to keep track of deadlines and hand projects in on time. If a deadline cannot be made for whatever reason, **arrangements must be made before the deadline** and a new deadline will be arranged for this exception only (medical or other documentation may be asked to be provided).

Due to the nature of this course some assignments can not be made up if missed. No extension will be granted for specific assignments without medical or appropriate documentation.

Job Success Skills

Job success skills are demonstrated through regular attendance and punctuality, timely completion of work, maintaining a high standard of work, an ability to work both independently and collaboratively, and being present and attentive while in class. Failure to demonstrate any of these skills will result in a loss of job success skills marks each occurrence.

Use of social networking programs and cell phones during class time is not an example of successful job skills and will result in a loss of marks in this area each occurrence.

Returning Assignments

Each assignment will be returned in class one time only. If you are not present when assignments are returned you must pick them up on your own time in C209. Any unclaimed assignments will receive a grade of 0% at the end of the semester.

Grades will be assigned on the Letter Grading System.

**Office Administration
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

Week	Activity	Required Reading	Assignment/Due Date
Jan 4 – 8	Course Introduction and Course Outline Scheduling/Outlook	In-class notes	In class assignment Course Outline Quiz Jan. 7
11 – 15	Scheduling/Outlook	In-class notes	In class assignment
18 – 22	Scheduling/Outlook Portfolio/Resume	In-class notes	Outlook Assignment Due Jan. 21 Portfolio Update
25 – 29	PowerPoint	In-class notes - Chapter 8	
Feb 1 – 5	PowerPoint		
8 – 12	Workforce Behaviors	Chapter 4-6	
15 – 19	Workforce Behaviors	Chapter 4-6	Front line case study
22 – 26	Travel Arrangements	Chapter 16	
Mar 1 – 5	Portfolio/Resume/Career Path	Chapter 17	Portfolio Update
8 – 12	Winter Break No Classes		
15 – 19	PowerPoint Presentations		PowerPoint Presentations Due March 16-18
22 – 26	Portfolio/Resume/Career Path		
Mar 29 – Apr 2	Portfolio/Resume/Career Path		
5 – 9	Job Interview		Job Interviews will be held between April 6 and April 13
12 - 16	Job Interview and Wrap-up Portfolio/Resume		Portfolio Due April 16

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.