



Grande Prairie Regional College

Office Administration

COURSE OUTLINE – Winter 2014

OA 1220 - Administrative Procedures II

Mondays and Fridays, 11:10 am – 12:40 pm, Room: 3

Instructor	Joelle Brown	Phone	780-740-3605
Office Hours	Phone or by appointment	Email	jbrown@gprc.ab.ca

Prerequisite(s)/corequisite(s): None

Required Text/Resource Materials:

Administrative Procedures for the Canadian Office – Kilgour et al. 9th Edition. Pearson
PowerPoint 2010 – Simple and Easy - Gardino, Stella, Logitell Publishing
Outlook 2010 – Simple and Easy – Rechoum, Naziha, Logitell Publishing

Description:

This course focuses on procedures for handling electronic mail and electronic calendar systems with Outlook (2010), and the basic workings of PowerPoint (2010). Students will also study and research employment strategies, develop critical employability skills, build a portfolio, letters of application and resumes as part of the job search process.

Credit/Contact Hours: 3 credit/ 45 Contact Hours

Delivery Mode(s): Lecture/ Lab

OA 1220 Dates to note:

February 17, Family Day, No Classes

February 18 – 21, Winter Breakup, No Classes

March 7 – Last day to withdraw with a grade of “W”

April 18 – Good Friday, No Classes

April 28 – Last day of Exams/Classes

Objectives:

Upon completion of the course students will obtain the following skills:

- 1) To Use and understand basic commands, functions and capabilities of electronic mail and scheduling.
- 2) To use and understand commands, functions and capabilities of presentation software.
- 3) To prepare a skills portfolio that verifies and demonstrates learned office skills.
- 4) To research, apply for and succeed in a variety of employment situations.

Assignments:

Late assignments or missed quizzes can receive a grade of 0 unless prior arrangements have been made with the instructor. If you have a valid reason for missing an upcoming deadline please see me about making alternate arrangements.

OR:

If a valid reason is provided after the deadline a 25% penalty will be deducted within 1 week. If the assignment is handed in after one week from the original deadline then a grade of 0% will be applied.

The Instructor will have all materials marked and back to the student within a one week turnaround from the date of submission.

Grading Criteria:

Outlook Assignments	10%
Outlook Exam	10%
PowerPoint Assignments	10%
PowerPoint Presentation	10%
Employment Research Strategies, Resume, Cover Letter, Portfolio, etc	45%
Job Success Skills	5%
Interview	10%

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. (25 points)

**Office Administration 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

**Department of Office Administration
Policy on Cell Phones and Social Media Applications**

Users of cell phones and other personal electronic devices must be attentive to the needs, sensibilities and rights of other members of the College community. The use of these devices must not disrupt the functions of the College overall and its classrooms

and labs. Instructors have the right to have strict individual policies related to cell phones in order to provide and maintain a classroom environment that is conducive to learning and the respect of others.

Cell phones, PDA's and pagers must be turned off and placed out of sight in classrooms and computer labs during instructional time. Devices can only be turned on and set to silent mode with the expressed consent of individual instructors. Sending or receiving text messages or gaming on a cell phone during class is not acceptable. In addition, cell phones and other personal electronic devices must be turned off.

Statement on Plagiarism:

The instructor reserves the right to use electronic plagiarism detection services. Plagiarism is unacceptable and the penalty is severe. It can result in a forced withdrawal from the college and a permanent record on your transcript, or an automatic failing grade in the course. (See college calendar, p.48-49)

Tentative Course Timeline:

Week	Activity	
Jan 10 – 17	Course outline/Outlook	All chapter assignments must be submitted to instructor
20 – 24	Outlook	
27 – 31	Outlook	
Feb 3 – 7	Outlook/PowerPoint	Outlook Quiz
10 – 14	Power Point	
17 – 21	Spring Break – No Classes	
24 – 28	Power Point	
Mar 3 – 7	Power Point presentations	
10 – 14	Employment Research	
17 – 21	Resume	
24 – 28	Resume, Cover Letter	
Mar 31 – Apr 4	Portfolio	
7 – 11	Portfolio	
14 – 18	Interviews	

