



# Grande Prairie Regional College

COURSE OUTLINE – WINTER 2014

OA 1220 A3 Administrative Procedures II 3 (3-0-0)

**Instructor:** Ray Savage

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**Office:** C404 (available upon request)

**Class:** MWF 9-9:50AM

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**Prerequisite(s)/Co-requisite(s):**

None

**Required Text/Resource Materials:**

*Kilgour et al. Administrative Procedures for the Canadian Office, 8<sup>th</sup> Edition. Prentice Hall.*

*Rechoum, Naziha. Outlook 2013 – Simple & Easy, Logitell Publishing Inc. ISBN 978-89580-602-8*

*EMC Paradigm PowerPoint 2013 Benchmark Series, , 2011 ISBN*

**Description:**

This course focuses on handling electronic mail (Outlook 2013) and traditional mail, front line reception/scheduling and electronic calendar systems (Outlook 2013), transcription, presentations (PowerPoint 2013) and internet travel arrangements.

**Credit/Contact Hours:**

3 credits/ 45 contact hours

**Delivery Mode(s):**

Lab/Lecture

## **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 basic 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.

## **Grading Criteria:**

Textbook Assignments	15%
Outlook Assignments	15%
PowerPoint Assignments	15%
Midterm Exam	10%
Job Search (Portfolio and Interview)	15%
Final Exam	20%
Job Success Skills	10%

- the student will demonstrate job success skills through:
- Regular attendance and punctuality
- Timely completion of work
- Maintaining a high standard of work and professionalism
- Ability to work both independently and collaboratively

Late assignments or missed quizzes will receive a **25% penalty** within 1 week, then a grade of 0% will be applied. Grades will be assigned on the Letter Grading System.

**Office Administration Department  
Grading Conversion Chart**

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

**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 incorporating cameras must be turned off and out of sight in any area in which individuals have reasonable expectations of privacy. This includes classrooms and computer labs.

When class and lectures begin, please refrain from online activities that do not bring value to your learning and content being discussed. Think of personal time online in the same way employers view personal phone calls and emails at work. Instructors may utilize software monitoring programs or limit access to online applications during class time to eliminate distractions at your individual workstations. Instructors may have penalties for violations of this policy.

**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)