



## DEPARTMENT OF OFFICE ADMINISTRATION

### COURSE OUTLINE – WINTER 2015

#### OA 1220 ADMINISTRATIVE PROCEDURES II – 3( 3-0-0) 45 HOURS

**INSTRUCTOR:** Tashia Lepage

**PHONE:** 780-865-7666

**OFFICE:** Hinton Campus

**E-MAIL:** Tlepage@GPRC.ab.ca

**OFFICE HOURS:** By Appointment

**PREREQUISITE(S)/COREQUISITE:** OA 1210

#### **REQUIRED TEXT/RESOURCE MATERIALS:**

Kilgour, Lauralee: *Administrative Procedures for the Canadian Office, ninth Edition*, Pearson Canada

Gardino, Stella: *PowerPoint 2013 – Simple & Easy*, Logitell Publishing

Rechoum, Naziha; Prentice, Gwen: *Outlook 2013 – Simple & Easy*, Logitell Publishing

**CALENDAR DESCRIPTION:** This course focuses on procedures for handling electronic mail (Outlook) and traditional mail, front line reception/scheduling and electronic calendar systems (Outlook), 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:**

15 Weeks, 45 Hours

#### **DELIVERY MODE(S):**

Lab and Lecture

## **OBJECTIVES (OPTIONAL):**

The student will be able to:

1. Use and understand basic commands, functions and capabilities of electronic mail and scheduling.
2. Use and understand the basic commands, functions and capabilities of presentation software.
3. Prepare a portfolio that verifies and highlights current office skills.
4. Conduct research, apply for and succeed in various office environments.
5. Appreciate the value of being a member of a team.
6. Apply acquired skills to enhance ability to work well with other members of a team.

## **TRANSFERABILITY:**

**\*\* Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability**

## **EVALUATIONS:**

Textbook Assignments	15%
Outlook Assignments	20%
PowerPoint Assignments	20%
Midterm Exam	15%
Job Search (Portfolio and Interview)	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
  - Keeping VC equipment UNMUTED

## GRADING CRITERIA:

GRANDE PRAIRIE REGIONAL COLLEGE			
GRADING CONVERSION CHART			
Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation
A <sup>+</sup>	4.0	90 – 100	EXCELLENT
A	4.0	85 – 89	
A <sup>-</sup>	3.7	80 – 84	FIRST CLASS STANDING
B <sup>+</sup>	3.3	77 – 79	
B	3.0	73 – 76	GOOD
B <sup>-</sup>	2.7	70 – 72	
C <sup>+</sup>	2.3	67 – 69	SATISFACTORY
C	2.0	63 – 66	
C <sup>-</sup>	1.7	60 – 62	
D <sup>+</sup>	1.3	55 – 59	MINIMAL PASS
D	1.0	50 – 54	
F	0.0	0 – 49	FAIL
WF	0.0	0	FAIL, withdrawal after the deadline

## JOB SUCCESS SKILLS:

Job success skills are demonstrated through:

- regular attendance
- 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 for each occurrence.

Social networking and cell phone use during class time are not examples of successful job skills and will result in a loss of marks in this area for each occurrence.

## **LATE ASSIGNMENTS:**

Assignments will not be accepted late unless prior arrangements have been made with the instructor. Late assignments or missed quizzes will receive a **25% penalty** within 1 week, then a grade of 0% will be applied. It is the student's responsibility to keep track of deadlines and hand in projects and assignments on the date specified. If you have a valid reason for being late, you must see me about making arrangements for an alternate date.

## **STATEMENT ON PLAGIARISM AND CHEATING:**

Refer to the College Policy on Student Misconduct: Plagiarism and Cheating at

[https://www.gprc.ab.ca/files/forms\\_documents/Student\\_Misconduct.pdf](https://www.gprc.ab.ca/files/forms_documents/Student_Misconduct.pdf)

\*\*Note: all Academic and Administrative policies are available at

<https://www.gprc.ab.ca/about/administration/policies/>