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GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION
COURSE OUTLINE

OA 122 - OFFICE PROCEDURES II

TEXT: Electronic Office Procedures: Frueling and Weaver, McGraw-Hill

Business Filing Procedures: Pansegrau (workbook and supply kit)

PREREQUISITE: OA 121, Office Procedures I

COURSE DESCRIPTION: Continues to review the processing of information in the evolution of the business office. Provides preparation for work in offices of today by including an understanding of time management and work organization; meetings and conferences; arranging business trips; financial and legal functions; managing of human resources; managing of automated office systems; career planning strategies. Information storage and management is introduced with emphasis on filing systems.

COURSE OBJECTIVE: The demand upon administrative support staff is being redefined in the face of new technology. However, core competencies that are needed by each office employee remain constant.

The purpose of this course is to provide the student with the necessary understanding, knowledge, and skills needed to practice these core competencies and to continue to grow in their chosen career.

The student shall:

1. Continue to practice human relation skills learned in OA 121.
2. Understand the principles of time management, planning, and scheduling.
3. Identify the key elements to successfully lead and participate in a meeting.
4. Understand procedures involved in making travel arrangements.

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5. Understand the management decision-making processes.

GRADING:	Filing	35%
	Module Assignments and Quizzes	65%