



Grande Prairie Regional College

Department Of Office Administration

COURSE OUTLINE – Winter 2013

OA 2900 A3 (1.5-1.5-0) – Integrated Projects

Instructor	Kelly Coulter	Phone	539-2829
Office	C415	E-mail	kcoulter@gprc.ab.ca
Office Hours	Tuesday, Wednesday, Thursday 11:30 – 1:00 or by appointment	Class	TBA

Prerequisite(s)/corequisite(s):

None

Required Text/Resource Materials:

Description:

Students will complete integrated projects similar to what will be required in an actual business environment. Students will use components of Microsoft Office (Word, Excel, PowerPoint, Access, Outlook and Publisher) and the internet. This capstone course will provide students with a real and challenging business problem/event/scenario that allows them to demonstrate the skills learned during the program. Other topics that may be discussed include: organizational behavior, marketing and event management and office management.

Objectives: Upon completing this course the student should demonstrate the following skills and attributes:

- A. *Communication skills* (reading, writing, and speaking). Students should be able to send and to respond to communications effectively for varied audiences and purposes.
- B. *Computer literacy*. Students should be able to use computers as learning, research, and communications tools.

- C. *Learning skills.* Students should be able to apply their skills in learning how to learn both in and out of the classroom.
- D. *Research skills.* Students should be able to complete assignments that demonstrate the use of libraries, advanced technologies, and other appropriate means of acquiring information.
- E. *Decision-making and problem-solving skills.* Students should be able to apply systematic approaches to decision-making and problem-solving.
- F. *Interpersonal and group interaction skills.* Students should be able to interact effectively with individuals and within peer, work, social, and cultural groups

Course policy:

1. Attendance is mandatory; if you are ill you must notify your instructor the morning of your absence by telephone or email. Seminar speakers and presentations cannot be re-booked.
2. The final project requires a team effort; therefore it is crucial that you attend all planning meetings with your team. Absences will not be tolerated. Excessive absences may result in your withdrawal from the course.

Credit/Contact Hours: This is a 3 credit course.

Delivery Mode(s): There will be seminars which students must attend on a variety of topics that fall within the realm of Office Management. Students will be expected to participate in the lectures through questions and discussion of the topics. Please discuss any questions or concerns with the instructor during the above office hours or by appointment.

Grading Criteria:

Students are required to complete all assignments and projects to receive a passing grade. As well, the course also attempts to integrate theory and practice by involving students in a major practical project – the planning and execution of at department project/event. Students may be required to work outside of an assigned classroom and time as the final project may take place outside of the college

Statement on Plagiarism:

The instructor reserves the right to use electronic plagiarism detection services. Please see the College Calendar for plagiarism, cheating and penalties.

Policy on Cell Phones and Other Personal Electronic Devices:

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, 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. .

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