

Business Administration Department Orientation

The Department of Business and Office Administration is excited to welcome you to the 2020/21 Academic Year. This year we face unique circumstances with Covid-19 and the transition to remote delivery but our faculty has been working diligently since March to ensure your 2020/21 GPRC experience is a successful one.

The following Orientation document will provide you with a brief overview of the Business Administration program, introductions to our faculty, and tips for your academic success. For additional information, please contact Jessica King (jeking@gprc.ab.ca).

For up-to-date information and events, please follow the GPRC Department of Business and Office Administration Facebook Page: <https://www.facebook.com/GPRCBAOA>

Faculty & Staff Introductions:



Vanessa Sheane, Dean of School of Health, Wellness & Career Studies

Vanessa Sheane is the Dean for the School of Health, Wellness, and Career Studies at GPRC. Vanessa has been with GPRC since 2012. She is a Registered Nurse with a Master's degree in Nursing Education from the University of Victoria. Her current Doctoral research focuses on the issues and challenges facing undergraduate nursing education. Vanessa is the Dean for four Academic Departments including: Business and Office Administration, Human Services, Nursing Education and Health Studies, and Physical Education and Kinesiology.



Carly McLeod, Chair / Instructor – Department of Business & Office Administration

Carly has a PhD in General Business Management focusing in Human Resources and Organization Behaviour. Carly has been an instructor at GPRC for 10 years teaching a variety of courses, including Organization Behaviour, Human Resource Management, Introduction to Management, and Business Communications. Carly would like to welcome everyone to the Department of Business and Office Administration!



Jessica King, Department Assistant - Department of Business & Office Administration

Jessica is a graduate of the Office Administration Diploma program. She joined the Business and Office Administration department in 2018 and has enjoyed helping the department run smoothly and efficiently. She has recently taken on the role of Department Assistant to the PEAK department as well and looks forward to assisting students and faculty in both departments.



Richard Beeson, Instructor – Department of Business & Office Administration

Richard has an MBA, and a BSc. in Physics. Shortly after Richard joined GPRC full time he was the Coordinator for the Athabasca University collaboration for Commerce. Richard has instructed at GPRC since 1992 predominantly teaching University transfer courses. Richard welcomes students to the Academic Year in the Department of Business and Office Administration!



Lori Bombier, Instructor – Department of Business & Office Administration

Lori has an MBA in Finance and is currently completing a CIM designation. Lori has been an instructor at GPRC for 19 years teaching primarily financial services courses. Lori would like to welcome everyone to the Department of Business and Office Administration!



Chelsea Antonio, Instructor – Department of Business and Office Administration

Chelsea has a CPA designation, B.Comm and is currently completing her MBA. Chelsea has been an instructor at GPRC for 2 years, primarily teaching accounting courses. Prior to this, Chelsea worked in public accounting as an audit specialist. Chelsea would like to welcome everyone to the Department of Business and Office Administration!



Chuntai Jin, Instructor – Department of Business and Office Administration

Chuntai has a PhD in Finance and a MA in Economics. Chuntai has been an instructor at GPRC for 7 years teaching a variety of courses, including economics, finance, and statistics. Chuntai likes soccer and is known as the “Chinese Messi” of Grande Prairie.



Breianne Renyk, Instructor – Department of Business and Office Administration

Breianne has an MBA with a Marketing Specialty and is currently working on her Doctorate in Business Administration. She brings over 20 years of direct business experience to the department, including international work within the music, entertainment, and fashion industries. As an entrepreneur at heart and a previous business owner, she is excited to share her real-world experiences with the students in communications and marketing classes.



Keston Luke, Instructor – Department of Business and Office Administration

Keston has an MBA and Med and is currently working on a Doctorate in Supply Chain Management. He has been teaching for eight years and going on his ninth. He has a passion for teaching and has taught from grades five to grade 12 and now the college and university level. He has been at GPRC for two years, teaching a wide range of courses. Keston would like to welcome you all to the Department of Business.



Carolyn Vasileiou, Instructor – Department of Business & Office Administration

Carolyn has a MA in Leadership, a BA in Sociology, and a BA in Social Work. After numerous years in industry as a social worker and a small business owner of a local restaurant, she joined the college as an instructor in 2006. Carolyn primarily teaches Business Communications, Organizational Behaviour and Marketing courses. She would like to heartily welcome students to the Department of Business and Office Administration!



Mandy Pollock, Instructor – Department of Business and Office Administration

Mandy started teaching in the Business Administration program at GPRC in 2019. She teaches a variety of courses in the program, including Accounting, Business Math & Stats, Economics, Computers, and Finance. Previously, she has worked at a local accounting firm as a senior accountant for eight years. Mandy completed a Bachelor of Commerce degree through GPRC and Athabasca in 2012 and received her CA/CPA designation in 2012. She is currently pursuing her EMBA through the University of Fredericton. She is looking forward to the 2020/2021 year and getting to know all her students.



Abigail Head, Instructor – Department of Business and Office Administration

Abigail (Abby) has a CPA, CMA and is working towards completing her MBA in 2020. Abby has been instructing various accounting, computers, finance, and communication courses at the college since 2016. Abigail would like to welcome all students to the Department of Business and Office Administration.



Nicholas Whalen, Instructor – Department of Business and Office Administration

Nicholas Whalen is a GPRC alumni who obtained a Bachelor of Commerce through the GPRC and Athabasca University joint program in 2017. Nicholas then obtained his Masters in Professional Accounting at the University of Saskatchewan. Nicholas successfully passed the 2019 CPA common final exam and is expecting his CPA designation in December 2020. Nicholas worked with MNP in Peace River for 3 years where he furthered his knowledge in the accounting and audit field.



Doris Hoveland, Instructor – Department of Business and Office Administration

Doris has a CPA, CA designation and an MBA. Doris has been an instructor at GPRC for 8 years teaching a variety of courses, including accounting, audit and tax. Doris would like to welcome everyone to the Department of Business and Office Administration!



Cameron Smith, Part-time Instructor – Department of Business and Office Administration

Cameron is a lawyer at KSMC Law here in Grande Prairie. Cameron along with Drew teach the Legal Relations (LR3010) courses within the Business Administration program.



Drew Pearson, Part-time Instructor – Department of Business and Office Administration

Drew is a lawyer at KSMC Law here in Grande Prairie. Drew along with Cameron teach the Legal Relations (LR3010) courses within the Business Administration program.

Remote Delivery

Within the Business and Office Administration Department, the 2021 Winter Semester will be conducted through remote and online delivery. Remote delivery refers to synchronous learning following the published timetable on the GPRC website and outlined in your MyGPRC course schedule. For example, BA1380B3 is schedule Tuesday/Thursday 8:30am-9:50am and the instructor will be lecturing at this time through Zoom. Please ensure you are available for all your schedule class times as Instructors will be reviewing attendance and may have participation marks attached to your attendance and participation in Zoom meetings.

Alternatively, online courses are identified in the timetable as EC courses; for example, BA1380EC. There is no scheduled course time for online courses, and content is uploaded on the D2L course page in which students will review based on weekly deadlines.

Technology

Myclass: Information regarding your course content, zoom meetings, and course expectations will be available on the Myclass course homepages. Ensure you log-in to <https://myclass.gprc.ab.ca/d2l/home> to access your Business Administration Courses.

GPRC Email: Each student is provided with a unique GPRC email address. Please ensure you are checking your email regularly. You can check your email by visiting the GPRC website (<https://www.gprc.ab.ca/>) and clicking on the *Webmail* icon in the top righthand corner. Alternatively, you can utilize outlook to access your account.

Student Advocacy

Throughout the semester if you have any questions or concerns, please reach out to your instructors as they will provide you with guidance, grades rationale, and general information regarding the Business Administration program. For additional support or concerns, please contact Jessica King at 780-539-2900 or jeking@gprc.ab.ca to make an appointment with Carly McLeod, Chair of the Department of Business & Office Administration.

Regular attendance is critical to success in the Business Administration Certificate. Should you be unable to attend a class, please contact your instructor. In addition, it is your responsibility to acquire the material missed and to complete the assigned readings, in-class work, and assigned homework.

Academic Advising

Within the Department of Business and Office Administration, the faculty acts as Academic Advisors. In your first year of the Business Administration program, you will be assigned an Academic Advisor who will reach out to you within the first two weeks of classes. Throughout the semester if you have any questions regarding your courses, registrations, or Business and Office Administration programs, please reach out to your academic advisor or contact Jessica King at 780-539-2900 or jeking@gprc.ab.ca to schedule an appointment.

Business Administration – Program Overview

The Business Administration program is recognized by many professional organizations. Graduates of this program will find abundant career opportunities in the public and private sector and have established successful careers as accountants, marketing managers, general managers, and entrepreneurs. Some diploma graduates have continued their education with professional organizations and universities to earn degrees and additional professional designations.

Business Administration Certificate:

The certificate program will introduce students to basic business functions and serve as the foundation year for all the diploma programs. The Business Administration is comprised of 10 courses – 9 required courses and 1 BA elective.

BA1010 Business Communications I
BA1020 Business Communications II
BA1050 Business Mathematics and Statistics
BA1090 Introduction to Marketing
BA1110 Introduction to Accounting
BA1120 Principles of Accounting
BA1150 Introduction to Computers in Business
BA1380 Organizational Behavior I
BA1540 Introduction to Business Microeconomics
One Approved Business Administration Option

Please ensure you are registered in all ten BA certificate courses if your intention is to complete your certificate in the 2020/21 Academic year.

Business Administration Diploma:

Once you have completed your Business Administration Certificate, you can continue to receive your Business Administration Diploma. GPRC offers five different diploma majors: Accounting, Financial Services, Marketing, Management, and General. Throughout the certificate program, you will be exposed to topics in all five majors allowing you to select a major based on your own strengths and interests.

GPRC – SAIT Collaboration Bachelor of Business Administration:

GPRC has launched a partnership with SAIT to provide students with the opportunity to complete a Bachelor of Business Administration Degree with either an Accounting or a Management major, face-to-face on our Grande Prairie Campus. Academic Advisors can provide you with additional information to ensure you are on track to continue onto the GPRC-SAIT BBA program after completing your BA Diploma.

Tips for Success

Time Management

- Go to class. Class attendance is one of the biggest factors in achieving success in our programs.
- Know the important dates – assignments, mid-terms, and project due dates. Don't leave things to the last minute. Start projects as soon as they are assigned.
- Use a calendar (your phone or hand-written day-planner) and schedule your entire semester. List specific "to-dos" for each month, week and day. Prioritize. Check daily to see if you are on track. If so, great; if not, make some adjustments.
- Learn to say "No!" In order to stick to your plan and achieve your goals, you may have to say no to watching TV, hanging out or going to movies with friends.
- If you have a part-time job you will have to be very strict with your schedule. If working becomes too much and you become exhausted, consider reducing your hours of work.

Study Strategies

- Study when you are wide-awake! Use the 30-3-2 schedule. Study for 30 minutes, take 3-minute break and resume with a 2-minute review. Do not study for more than 2 hours at a time.
- Study your most difficult subjects first – while you're fresh.
- Study space is important. It should be as quiet and comfortable as possible. The library study spaces are ideal. Private rooms may be booked in advance.
- Access all instructor study resources posted on D2L. There may also be textbook publisher study resources available online.
- If you find it helpful, form study groups with classmates.
- Tutoring is not a negative thing. Get help early. Contact the Learning Support Centre in the Library.

Stay Healthy

- Maintain a positive attitude.
- Have some fun; join in and get involved in student association activities.
- Support systems are essential. Make friends. Put your phone down and talk to people!
- Exercise regularly and get proper sleep. *Keep the partying under control!* ☺

General

- Talk to your instructor if something is not clear.
- All of your classes are important – don't spend too much time on one at the expense of others.
- Be on time for class. Walking in late distracts both your instructor and your classmates.
- Keep on top of your work. Don't get behind.
- Check your email account regularly – this is how your instructors and advisors communicate directly with you.

Zoom Etiquette 101*

Control video and audio quality.

Invest in a quality webcam and speaker and microphone headset. These provide better video and audio than your computer's built-in system. Try to attend Zoom meetings in quiet, indoor locations to control ambient noise.

Adjust your lighting.

Don't sit directly in front or beside a bright light source, or else all the audience sees is a bright light and a shadowy figure. Experiment with moving lamps and your camera until you can see your brightly-lit face on the screen.

Think about your background.

Try to provide a nice, plain background. You can't control everything in a mobile environment, but you should give some thought to background prior to your meeting.

Practice speaking to the camera and not the screen.

Our tendency is to look at the person on the screen, but you should look at the camera when you speak so the audience feels like you're talking directly to them.

Optimize Zoom.

Generally, DO NOT select "Share Your Desktop" (unless you want every pop-up email and private message on display for your audience!). Instead, open any relevant documents before the call and share only those during the meeting.

Bandwidth and signal.

Insure you have adequate bandwidth. If you are wireless, try to remain close to the wireless router and consider installing a signal booster in areas of low signal strength. When you have the option, choose wired (instead of wireless) for video conferencing.

During your meeting:

Mute your microphone when necessary. Zoom has a "Mute Microphone" option that cuts down on ambient feedback for the audience. When there is a lot of back-and-forth discussion you will turn this off, but you should mute yourself when listening to an instructor.

Use Zoom's chat function.

You can send a question or statement to everyone or privately to a participant.

Think about your actions on camera.

Always remember that everyone can see you. Someone is watching as you take a big, wide-mouth yawn, stretch, or wander around the room. These exaggerated movements are distracting to the audience and can be disruptive to the speaker. Try to stay still and be attentive.

Adapted from <https://blog.zoom.us/video-conference-etiquette/>