



DEPARTMENT OF OFFICE ADMINISTRATION

COURSE OUTLINE – WINTER 2013

OA1220 ADMINISTRATIVE PROCEDURES II – 3(3-0-0) 45 HOURS

INSTRUCTOR: Zonya Sabourin **PHONE:** 780-723-5206
OFFICE: Edson Provincial **E-MAIL:** zsabourin@gprc.ab.ca.
Building
Tuesday: 9:30 a.m. – 11:00 a.m.
OFFICE HOURS: Thursday: 9:30 a.m. – 11:00 a.m.
Or by appointment

PREREQUISITE(S)/COREQUISITE:

OA1210

REQUIRED TEXT/RESOURCE MATERIALS:

- 1) Kilgour, Lauralee: *Administrative Procedures for the Canadian Office*, Eighth Edition, Pearson Canada
- 2) Gardino, Stella: *PowerPoint 2010 – Simple & Easy*, Logitell Publishing
- 3) Rechoum, Naziha; Prentice, Gwen: *Outlook 2010 – Simple & Easy*, Logitell Publishing

CALENDAR DESCRIPTION:

The course focuses on handling electronic mail (Outlook 2010) and the basic workings of PowerPoint (PowerPoint 2010). The students will be expected to prepare a group PowerPoint presentation and they will create persuasive resumes and letters of application and will build individual portfolios as part of the job search process.

CREDIT/CONTACT HOURS: 3 credit/45 hours

DELIVERY MODE(S):

Classroom lectures, computer lab work, group work and research.

OBJECTIVES:

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: N/A

GRADING CRITERIA:

GRANDE PRAIRIE REGIONAL COLLEGE			
GRADING CONVERSION CHART			
Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation
A⁺	4.0	90 – 100	EXCELLENT
A	4.0	85 – 89	
A⁻	3.7	80 – 84	FIRST CLASS STANDING
B⁺	3.3	77 – 79	
B	3.0	73 – 76	GOOD
B⁻	2.7	70 – 72	
C⁺	2.3	67 – 69	SATISFACTORY
C	2.0	63 – 66	
C⁻	1.7	60 – 62	
D⁺	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

EVALUATIONS:

Outlook Assignment:	5%
PowerPoint Assignment:	5%
PowerPoint Group Presentation:	20%
Portfolio, Resume & Cover Letter:	20%
Employment Research Strategies Assignment:	15%
Production Challenges: assigned from <i>Administrative Procedures</i>	10%
Job Success:	5%
Interviews:	20%

STUDENT RESPONSIBILITIES/JOB SUCCESS SKILLS:

Job success skills are demonstrated through regular attendance and 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. 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. Assignments must be completed and submitted in order to achieve a passing mark in this course. There is no allowance for missed assignments: you will receive a zero.

STATEMENT ON PLAGIARISM AND CHEATING:

Refer to the Student Conduct section of the College Admission Guide at <http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at www.gprc.ab.ca/about/administration/policies/**

**Note: all Academic and Administrative policies are available on the same page.

COURSE SCHEDULE/TENTATIVE TIMELINE:

NOTE: Lectures, assignments and due dates are subject to change, depending on completion of the designated chapter.

DATE/DAY:	ACTIVITY:	ASSIGNMENTS/DUE DATES/QUIZZES & EXAMS:
January 8 & 10	OUTLOOK: Introduction to Outlook.	
January 15 & 17	OUTLOOK:	
January 22 & 24	OUTLOOK:	
January 29 & January 31	OUTLOOK:	Assignment: exercises from random chapters will be chosen. Class time will be allotted to complete these.
February 5 & February 7	POWERPOINT:	
February 12	POWERPOINT:	
February 14	VALENTINE'S DAY: Coffee & Treats <i>Courtesy of your instructor.</i>	Continuing PowerPoint.
FEBRUARY 18 TO FEBRUARY 22	WINTER BREAK: NO CLASSES	NO CLASSES THIS WEEK
February 26 & February 28	POWERPOINT: Presentation Preparation	Divide class into two groups. They will meet to decide on a joint topic, which will be presented at a later date. They will begin to research their topic. Class time allotted on both days for this work.
March 5 & March 7	POWERPOINT: The purpose of group work is that each member participates in some way and shares in the presentation of your topic.	More class time to prepare for presentation & finalizing the details. PRESENTATIONS WILL BE HELD ON MARCH 12 & 14, 2013
March 12	MARCH 12: GROUP #1 PRESENTATION	Evaluation criteria to be created.
March 14	MARCH 14: GROUP #2 PRESENTATION	Evaluation criteria to be created.

March 19 & March 21	CHAPTER 13: Employment Strategies (Administrative Procedures for the Canadian Office) Page 336 NOTE: As we go through this chapter, we will also be working in conjunction with Modules 24, 25, & 26 from <i>Business Communications: Building Critical Skills</i> .	Page 344: Self-Check Questions 1-4. DUE: TBA
March 26 & March 28	CHAPTER 13: continued	Page 373: Production Challenge 13-A: Personal Inventory. Production Challenge 13-B: Begin visual resume & cover letter rough drafts. To be continued next week.
MARCH 29	GOOD FRIDAY STAT: NO CLASSES	NO CLASSES TODAY
April 2 & April 4	CHAPTER 13: continued Along with the assignment that appears in the column to the right, students will continue to work on their portfolios, resumes, and cover letters.	EMPLOYMENT RESEARCH STRATEGIES ASSIGNMENT: Do any kind of research with regard to employment opportunities in the Edson & Hinton area: Internet, newspaper, networking & any other sources you wish to use. Prepare a package that contains all your notes, copies of newspaper ads, etc. This package is worth 15% of your final mark. It is DUE: April 11, 2013.
April 9 & April 11	CHAPTER 13: continued For a brief time in these two classes, I will discuss and provide handouts for stress in the workplace, bullying in the workplace, and tolerance in the workplace.	Revise resumes & cover letters; continue adding to your portfolio if necessary. DUE: April 16, 2013. The value of this assignment is 20% of your final mark. I need to view your portfolio, your resume & letter.
April 16 & April 17	In lieu of a final exam, I plan to conduct mock interviews during these two days. Schedule will be forthcoming.	INTERVIEWS The interviews will comprise 20% of your final mark.