



# Grande Prairie Regional College

## School of Business

### Department: Administrative Technology

COURSE OUTLINE – WINTER 2006

### OA 1220 3 (3-0-0) – Administrative Procedures II

**Instructor** Cara Leaf

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**Office** C411

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**Office Hours** 8:30 – 9:50 MWF

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#### **Prerequisite(s)/corequisite(s):**

None

#### **Required Text/Resource Materials:**

Office Procedures for Administrative Professionals – 1<sup>st</sup> Canadian Edition, Fulton-Calkins, Blaney, Nelson.

**Description:** This course focuses on procedures for handling electronic e-mail and traditional mail, front line reception/scheduling, and electronic calendar systems, Internet travel arrangement, 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:** This is a 3 credit course with 3 lecture hours per week.

**Delivery Mode(s):** For each topic there will be classroom lectures and demonstrations. Students will be expected to pre-read chapters before the class and participate in the lectures through discussion of the concepts. Students are also expected to complete all assignments and projects on time. Please discuss any questions or concerns with the instructor in class, during the above office hours or by appointment.

**Objectives:**

To use and understand basic commands, functions and capabilities of electronic mail and scheduling as well as presentation software.

To prepare a Skills Portfolio that verifies and demonstrates learned office skills.

To research, apply for and succeed in a variety of employment situations.

**Grading Criteria:**

Chapter Quizzes (5% each)	25%	Job Search Assignment	10%
Administration Assignments	5%	Outlook Projects	25%
PowerPoint Quiz	5%	Portfolio	20%
PowerPoint Presentation	10%		

Grades will be assigned on the Letter Grading System.

**Administrative Technology Department**

**Grading Conversion Chart**

<b>Alpha Grade</b>	<b>4-point Equivalent</b>	<b>Percentage Guidelines</b>	<b>Designation</b>
<b>A+</b>	<b>4</b>	<b>90 – 100</b>	<b>EXCELLENT</b>
<b>A</b>	<b>4</b>	<b>85 – 89</b>	
<b>A-</b>	<b>3.7</b>	<b>80 – 84</b>	<b>FIRST CLASS STANDING</b>
<b>B+</b>	<b>3.3</b>	<b>76 – 79</b>	
<b>B</b>	<b>3</b>	<b>73 – 75</b>	<b>GOOD</b>
<b>B-</b>	<b>2.7</b>	<b>70 – 72</b>	
<b>C+</b>	<b>2.3</b>	<b>67 – 69</b>	<b>SATISFACTORY</b>
<b>C</b>	<b>2</b>	<b>64 – 66</b>	
<b>C-</b>	<b>1.7</b>	<b>60 – 63</b>	
<b>D+</b>	<b>1.3</b>	<b>55 – 59</b>	<b>MINIMAL PASS</b>
<b>D</b>	<b>1</b>	<b>50 – 54</b>	
<b>F</b>	<b>0</b>	<b>0 – 49</b>	<b>FAIL</b>

### **Tentative Course Schedule/Timeline:**

<b><u>Week</u></b>	<b><u>Topic</u></b>	<b><u>Required Reading</u></b>
1	Workplace Visitors...	Chapter 13
2	Planning and Organizing...	Chapter 14
3	Arranging for Business Travel	Chapter 15
4	Creating Effective Presentations	Chapter 7
5 & 6	PowerPoint	From Instructor
7 & 8	Your Career Path	Chapter 16
9 to 12	Outlook	From Instructor

A section begins Week 1

B section begins Week 7

### **Statement on Plagiarism:**

The instructor reserves the right to use electronic plagiarism detection services. Please see page 47 of the College Calendar for plagiarism, cheating and penalties.