



# Grande Prairie Regional College

## School of Business

### Department: Administrative Technology

#### COURSE OUTLINE – WINTER 2007

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

**Instructor** Garth Finlay

**Phone** 539-2988

**Office** C209

**E-mail** [gfinlay@gprc.ab.ca](mailto:gfinlay@gprc.ab.ca)

**Office Hours** Monday, Wednesday 10:00 – 11:30  
Tuesday, Thursday 1:00 – 2:00  
By Appointment

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

None

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

Microsoft Office Outlook 2003 – New Perspectives, Romer, Robin. Thomson Course Technology

#### **Description:**

This course focuses on procedures for handling electronic mail (Outlook 2003) and traditional mail, front line reception/scheduling and electronic calendar systems (Outlook 2003), internet travel arrangements, 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:**

3 Credits/ 45 contact hours

#### **Delivery Mode(s):**

Lecture/Lab

**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:**

Topic Quizzes	25%	Job Search Assignment	20%
Assignments	10%	Outlook Assignments	15%
PowerPoint Presentations	10%	Portfolio	20%

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<sup>+</sup></b>	<b>4</b>	<b>90 – 100</b>	<b>EXCELLENT</b>
<b>A</b>	<b>4</b>	<b>85 – 89</b>	
<b>A<sup>-</sup></b>	<b>3.7</b>	<b>80 – 84</b>	<b>FIRST CLASS STANDING</b>
<b>B<sup>+</sup></b>	<b>3.3</b>	<b>76 – 79</b>	
<b>B</b>	<b>3</b>	<b>73 – 75</b>	<b>GOOD</b>
<b>B<sup>-</sup></b>	<b>2.7</b>	<b>70 – 72</b>	
<b>C<sup>+</sup></b>	<b>2.3</b>	<b>67 – 69</b>	<b>SATISFACTORY</b>
<b>C</b>	<b>2</b>	<b>64 – 66</b>	
<b>C<sup>-</sup></b>	<b>1.7</b>	<b>60 – 63</b>	
<b>D<sup>+</sup></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>

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

<b><u>Week</u></b>	<b><u>Topic</u></b>	<b><u>Required Reading</u></b>
Jan. 8	Frontline Reception	On Blackboard
Jan. 15	Formal – Informal Planning	On Blackboard
Jan. 22	Internet travel arrangements	On Blackboard
Jan. 29	Portfolio/Resume/Career Path	In Class
Feb. 5	Portfolio/Resume/Career Path	In Class
Feb. 12	Portfolio/Resume/Career Path	In Class
Feb. 19	<b>Reading Week</b>	
Feb. 26	Effective Presentations/PowerPoint	On Blackboard
Mar. 5	Effective Presentations/PowerPoint PowerPoint	On Blackboard
Mar. 12	Presentations/Job Interview	On Blackboard
Mar. 19	Presentations/Job Interviews/Outlook	Textbook Tutorial 1
Mar. 26	Outlook	Textbook Tutorials 2 & 3
Apr. 2	Outlook/Portfolio Due	Textbook Tutorials 4 & 5
Apr. 9	Outlook	Textbook Tutorials 6

### **Statement on Plagiarism:**

The instructor reserves the right to use electronic plagiarism detection services. See pages 44-55 of the college calendar for plagiarism, cheating and penalties.