



Grande Prairie Regional College

School of Business

Department: Administrative Technology

COURSE OUTLINE – WINTER 2008

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

Instructor Garth Finlay

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Office Tue. & Thur. 2:30 – 4:00

Hours Or by Appointment

Prerequisite(s)/corequisite(s):

None

Required Text/Resource Materials:

Administrative Procedures for the Canadian Office 7th Edition, Kilgour, Kilgour, Burton, Shelton Jennings, Pearson Prentice Hall

Microsoft Outlook 2007 on Windows Vista, Seguin, Denise. Paradigm Publishing

Description:

This course focuses on procedures for handling electronic mail (Outlook 2007) and traditional mail, front line reception/scheduling and electronic calendar systems (Outlook 2007), 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:

Portfolio	30%	Job Search Assignment	25%
Midterm	20%	Outlook Assignments	10%
PowerPoint Presentations	15%		

Grades will be assigned on the Letter Grading System.

Administrative Technology Department

Grading Conversion Chart

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

Day	Activity	Required Reading	Assignment
January 3	Course introduction Course Outline		
8	Portfolio/Resume & PowerPoint		
10	PowerPoint		
15	PowerPoint		
17	Frontline Reception	P. 180 – 208	
22	Frontline Reception Presentation		
24	Formal/Informal Meetings	P. 229 - 257	
29	Formal/Informal Meetings Presentation		
31	Internet Travel Arrangements	P. 209 – 228	Portfolio Update
February 5	Internet Travel Arrangement Presentation		
7	PowerPoint Presentations		
12	PowerPoint Presentations		PowerPoint Presentations due
14	Midterm		(Based on PowerPoint information, the three presentations, and content covered in class.)
26	Portfolio/Resume/Career Path		
28	Portfolio/Resume/Career Path		
March 4	Portfolio/Resume/Career Path		
6	Portfolio/Resume/Career Path		
11	Portfolio/Resume/Career Path		Portfolio Update
13	Job Interview		
18	Job Interview		
20	Job Interview		

25	Job Interview Wrap-up		The Interview Experience
27	Scheduling/Outlook	Read chapters 1 & 2 and familiarize yourself with outlook.	
April 1	Scheduling/Outlook	Chapter 2 & 3	
3	Scheduling/Outlook	Chapter 3	Portfolios Due
8	Scheduling/Outlook	Chapter 4	
10	Scheduling/Outlook	Chapter 4	

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.