



**DEPARTMENT OF BUSINESS AND
OFFICE ADMINISTRATION
COURSE OUTLINE – FALL 2019**

OA 1215 B2 CANADIAN OFFICE PROCEDURES - 3 (3-0-2) 75 HOURS

INSTRUCTOR: Janelle MacRae **PHONE:** 780-539-2215
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OFFICE HOURS: Tuesdays and Thursdays 1:00 PM – 3:00 PM or by appointment

CALENDAR DESCRIPTION:

This modularized course covers the essential fundamentals of working in a professional office including: human relations, filing and records management, email records in Outlook, management of work, time and resources, Outlook Tasks and Calendar, organizational office structure and office layout, telephone and front-line reception, scheduling using Outlook Calendar, Tasks and Journalizing using Outlook, reprographics; meetings and conferences, Outlook Contacts and Meetings, in-coming and out-going mail, volunteerism, professional development; and employment strategies and job success skills.

PREREQUISITE(S)/COREQUISITE:

None

REQUIRED TEXT/RESOURCE MATERIALS:

- 1) ***Beginning Human Relations*** 1st Edition. This book is an OER (Open Educational Resource) and is provided free of charge.
- 2) Stewart & Trent, ***Quick Filing Practice*** 5th Edition, McGraw Hill, 2015
- 3) Rechoum, Naziha, ***Outlook 2016– Simple & Easy***, 2nd Edition. Logitell Publishing Inc.

REQUIRED COMPUTER HARDWARE:

This course requires students to have access to a computer with Windows 7 or Vista Operating System, high-speed internet access, Microsoft Word 2016, access to Microsoft PowerPoint, and a client e-mail account with attachment capabilities.

CREDIT/CONTACT HOURS:

3 credits/75 contact hours

DELIVERY MODE(S):

Lecture/Lab

COURSE OBJECTIVES:

This modularized course will teach and allow you to practice and master the essential fundamentals of working in a professional office. This course will teach you:

1. human relations skills
2. filing and records management skills, systems and practices
3. work, time and resources management systems and practices using traditional procedures and office technology organizational structure and office layout systems
4. telephone and front-line reception skills and best practices
5. reprographics equipment operation and effective reprographic systems
6. effective meetings and conference planning, management and follow-up skills and systems
7. electronic and traditional mail handling including Outlook
8. volunteerism and professional development as part of the office professional's duties
9. employment strategies and job success skills including resume and cover letter preparation, mock interviews and creation of a critical employability skills portfolio

GRADING CRITERIA:

Volunteer Work	5%
Human Relations and Office Procedures	35%
Outlook	15%
Filing Module	15%
Employability Skills	30%
(Search and Selection Team Project	15%)
(Resume, Cover Letter, and Portfolio	15%)

Alpha Grade	4-point Equivalent	Percentage Guidelines	Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	90-100	C+	2.3	67-69
A	4.0	85-89	C	2.0	63-66
A-	3.7	80-84	C-	1.7	60-62
B+	3.3	77-79	D+	1.3	55-59
B	3.0	73-76	D	1.0	50-54
B-	2.7	70-72	F	0.0	00-49

STUDENT RESPONSIBILITIES:

To read, understand and comply with GPRC academic policies.

**Note: all Academic and Administrative policies are available at

<https://www.gprc.ab.ca/about/administration/policies/>

STATEMENT ON PLAGIARISM AND CHEATING:

Cheating and plagiarism will not be tolerated and there will be penalties. For a more precise definition of plagiarism and its consequences, refer to the Student Conduct section of the College Calendar at <http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at <https://www.gprc.ab.ca/about/administration/policies>

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

COURSE SCHEDULE/TENTATIVE TIMELINE:

Week	Topic	Reference & Readings
1	Welcome Week	Get to know your Course Moodle Page Introductions Volunteering Assignment
2	Human Relations Module, Mail Handling	Beginning Human Relations Ch 1-2 Sources on Moodle
3	Human Relations and Management of Work, Time & Resources	Beginning Human Relations Ch 3 -4 Sources on Moodle
4	Front Line Reception, Office Technology, and Human Relations	Sources on Moodle Beginning Human Relations Ch 5 – 6 (specified pages)
5	Travel Arrangements, Dealing with Difficult People, and Human Relations	Sources on Moodle Beginning Human Relations Ch 7-8 (specified pages)
6	Human Relations, Privacy, and Professionalism	Sources on Moodle Beginning Human Relations Ch 10 (specified pages) Beginning Human Relations Ch 13
7	Electronic Mail – Outlook 2016	Sources on Moodle Outlook

Week	Topic	Reference & Readings
8	Meetings & Conferences, and Outlook 2016	Sources on Moodle Outlook
9	Electronic Mail – Outlook 2016	Outlook
10	Filing/Records Management Module	Quick Filing Practice
11	Filing/Records Management Module	Quick Filing Practice
12	Filing/Records Management Module	Quick Filing Practice
13 - 15	Employment Strategies & Job Success Skills	Sources on Moodle

Course Policies:

Exams: Quizzes and exams will be written as scheduled. Unless there is an excusable absence (usually requiring a doctor's note), any missed exams or quizzes will result in a mark of 0%

No Late Assignments will be permitted. Any missed assignments will result in a mark of 0%.

In order to receive credit for Business Administration and Office Administration first year courses, **you must achieve 50 percent on the final examination or final project**, and a course composite grade of at least D (50%).