

GRANDE PRAIRIE REGIONAL COLLEGE
DEPARTMENT OF OFFICE ADMINISTRATION
COURSE OUTLINE

OA 2100 - PROFESSIONAL COMMUNICATIONS

TEXT:	<u>Personality Development for Work</u> , 6th ed., Wallace and Masters and Workbook.	
PREREQUISITE/ COREQUISITE:	OA 1030 and OA 1040, or OA 1040M	
COURSE DESCRIPTION:	Emphasizes job search techniques, attitude, nonverbal communication, dealing with stress, time management, personal presentation, listening skills, role and function of meetings, and the development of a positive career philosophy.	
COURSE OBJECTIVES:	The student will develop a positive career attitude, communication skills, team work skills, job search, interview and recruitment techniques.	
GRADING:	Theory Tests	30%
	Assignments	10%
	Special Project	30%
	Recruitment/ Selection	<u>30%</u>
		<u>100%</u>