

**GRANDE PRAIRIE REGIONAL COLLEGE
DEPARTMENT OF OFFICE ADMINISTRATION
COURSE OUTLINE**

OA 2100 - PROFESSIONAL COMMUNICATIONS

INSTRUCTOR:	Sharron Barr, A SECTION, Penny Caven, B SECTION
OFFICE:	C411
TELEPHONE:	539-2979
TEXT:	<u>Your Attitude is Showing</u> , Chapman, 8th Edition, Prentice Hall Self Pack Guide to accompany Your Attitude is Showing
PREREQUISITE/ COREQUISITE:	OA 1030 and OA 1040, or OA 2040
COURSE DESCRIPTION:	Focuses on gaining personal success in career through: <ol style="list-style-type: none"> 1. understanding yourself 2. mastering relationships with others 3. empowerment through self management 4. building your career.
COURSE OBJECTIVES:	Through a systematic review of the course materials; terms, concepts, and applications; and through active involvement in group activities and workshops; the student shall be able to: <ol style="list-style-type: none"> 1. Consistently communicate positively and professionally to co-workers, superiors, and clients. 2. Demonstrate professional and productive human relation skills in dealing with co-workers and superiors. 3. Demonstrate professional attitudes and human relation skills. 4. Make good decisions and take positive actions in personal and working lives using self management skills. 5. Start a successful job search.

**COURSE
EVALUATION:**

The following weights will be give to the evaluation process:

EXAMS:

Your Attitude is Showing	TEST I	5%
Your Attitude is Showing	TEST II	5%
Your Attitude is Showing	TEST III	5%
FINAL EXAM		30%
GROUP WORKSHOP PROJECT		25%
JOB RECRUITMENT AND INTERVIEW PROJECT		25%

All grades will be expressed in percentages and a final percentage grade will be converted to the GPA scale.

ATTENDANCE:

- regular attendance is required
- students participating in all leaning activities can excel in their studies
- poor attendance, late arrivals, or early departures decrease the chance of success and disrupt the learning experience for other students
- keep your work up-to-date
if you are absent, phone your study partner to find out what work you missed

STUDY PARTNERS NAME: _____

STUDY PARTNERS PHONE NO: _____