



Grande Prairie Regional College  
Office Administration Department

OA2101 A2 PROFESSIONAL COMMUNICATIONS 3 (1.5 – 0 – 1.5)  
COURSE OUTLINE- Fall 2013

**Instructor** Cara Leaf

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**Office**

**Hours** MT/TH 10:00-11:30 and by appointment

**Prerequisite(s)/:**

OA 1040 or OA 2040

**Required Text/Resource Materials:**

O'Neil and Chapman, Your Attitude is Showing 12th Edition, Pearson Prentice Hall, 2008.

Rechoum and Prentice, Outlook 2013, Logitell, 2011 ISBN 978-2-89580-602-8

Rutkowsky, Nita, Benchmark Series: Microsoft PowerPoint 2013, Paradigm, ISBN 978-0-76384-309-0

**Supplies**

Portfolio Binder, Laser Printer Labels, Protective Covers & Index Tabs

Memory Stick for E-Portfolio

Good Quality Printing Paper for Resume, Cover Letter and Portfolio

**Description:**

This course emphasizes job search techniques, attitude, nonverbal communication, listening skills, role and function of meetings, employability skills, and the development of a positive career philosophy. Students will develop a Critical Employability Skills Portfolio and Electronic Portfolio. Students will also complete professional communication applications using Microsoft Outlook 2010 to compose, send, and respond to e-mail messages, including attachments, to schedule meetings and appointments and maintain monthly calendars, to manage contacts information and coordinate the data with e-mail and scheduling functions, to use Outlook's Task feature to track information jobs, and to customize Outlook to meet individual information and management needs. And the student will gain a comprehensive use of PowerPoint professional presentation software including the production of an electronic employability skills portfolio.

**Credit/Contact Hours:**

45 contact hours (3 credits)

**Delivery Mode(s): Lecture/Lab**

Lecture / Lab

**Objectives:**

The student will:

1. prepare a professional Employability Skills Portfolio and Electronic Portfolio that exhibits evidence of achievement of Canada Councils Critical Employability Skills.
2. work collaboratively and cooperatively as a member of a group project team (Selection and Recruitment Project).
3. apply and be interviewed for a simulated position as posted by the selection committee teams.
4. participate as member of a job recruitment and selection hiring committee.
5. fully develop professional human relation skills and professionalism through participation in team work projects , assigned critical thinking, communication projects, electronic discussion forums, and community & college involvement.

## **Grading Criteria:**

**ALL WORK must be completed in order to receive a passing grade in this course.**

PowerPoint MOS Exam and/or Assignments	10%
Your Attitude is Showing Chapter Lecture & Exams	15%
Employability Skills Portfolio & Electronic Portfolio	20%
Volunteer Projects –	
President’s Ball Set-up and Clean –up or other 15 hours	10%
Job Recruitment and Interview Project	20%
MS Outlook MOS Exam and/or Assignments	10%
Professionalism	15%