



Grande Prairie Regional College
Office Administration Department

OA2101 A2 PROFESSIONAL COMMUNICATIONS 3 (1.5 – 0 – 1.5)
COURSE OUTLINE- Fall 2014

Instructor Cara Leaf

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Office

Hours M, T, TH 10:00-11:30 or 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

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.

Credit/Contact Hours:

45 contact hours (3 credits)

Delivery Mode(s):

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. demonstrate collaborative and cooperative abilities as a member of a group project team.
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. exhibit 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	15%
Your Attitude is Showing Chapter Lecture & Exams	15%
Employability Skills Portfolio	25%
Job Recruitment and Interview Project	20%
MS Outlook MOS Exam and/or Assignments	15%
Professionalism	10%

TRANSFERABILITY:

** Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions.

Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability

GRANDE PRAIRIE REGIONAL COLLEGE			
GRADING CONVERSION CHART			
Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation
A ⁺	4.0	90 – 100	EXCELLENT
A	4.0	85 – 89	
A ⁻	3.7	80 – 84	FIRST CLASS STANDING
B ⁺	3.3	77 – 79	
B	3.0	73 – 76	GOOD
B ⁻	2.7	70 – 72	
C ⁺	2.3	67 – 69	SATISFACTORY
C	2.0	63 – 66	
C ⁻	1.7	60 – 62	
D ⁺	1.3	55 – 59	MINIMAL PASS
D	1.0	50 – 54	
F	0.0	0 – 49	FAIL
WF	0.0	0	FAIL, withdrawal after the deadline

STUDENT RESPONSIBILITIES:

Daily attendance is essential! Students are responsible for completing assignments outside of class time when necessary. If you are ill, please have a classmate inform you of the work covered that day. More than 3 missed classes may result in a recommendation of “Debarred from Exam.” (See College Calendar)

Assignments and tests missed will be recorded as zero. Assignments are due on the dates set by the instructor. No late assignments or rewrites of exams are allowed

STATEMENT ON PLAGIARISM AND STUDENT CONDUCT

Refer to the Student Conduct section of the College Admission Guide at <http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at www.gprc.ab.ca/about/administration/policies/**

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

OA 2101 Tentative Timeline

Week	Topic & Tasks	To Prepare:
<p>First Day Sept. 4th</p> <p>Week 1 Sept.9 & 11</p>	<ul style="list-style-type: none"> ➤ Welcome ➤ Course Outline, Professionalism, Course Schedule, Textbooks, Volunteer Work <p>Presentations: Lecture: Why use visuals? Work on PP Ch 1,2,3,</p>	<p>Purchase Texts</p> <p>Read & Complete: Complete PowerPoint Chapters 1-3 Assessments DUE: Tuesday, Sept.16</p>
<p>Week 2 Sept. 16 & 18</p>	<p>PP CH 4,5, 7</p> <p>Volunteer Work: Sign up for President’s Ball Guest Speaker: Ray Savage (Sept.16th)</p>	<ul style="list-style-type: none"> ➤ PowerPoint Chapters 4,5&7 Assessments Due: September 23
<p>Week 3 Sept. 23 & 25</p>	<p>Lecture: Your Attitude is Showing <i>Sign up for chapter presentations</i></p> <p>View Videos: FISH & WHALE DONE YAIS Activities</p> <p>Chapter 1: My Human-Relations Foundation Test Your Understanding pg. 11</p> <p>Chapter 2: Test Your Understanding Pg. 22 My Self-Confidence Inventory Pg. 24</p> <p>Chapter 3: A Positive Attitude is Essential to Career Success Pg. 30-31 Test Your Understanding Pg. 36</p> <p>Chapter 4: Test Your Understanding Pg. 47 My Bounce Back Strategic Plan Pg. 49</p>	<p>READ</p> <ul style="list-style-type: none"> ➤ Chapters 1, 2, 3,4 “Your Attitude is Showing” (YAIS) <p>CHAPTER 1-4 TEST Tuesday, Sept. 30</p> <p>Draft & Submit Career Goals by Tuesday, Sept. 30</p>
<p>Week 4 Sept. 30 & Oct. 2</p>	<p>YAIS CH 1-4 Test</p> <p>Lecture: Professionalism Discuss Term Assignment –Review Rubric</p>	<p>READ:</p> <ul style="list-style-type: none"> ➤ Work on Professionalism philosophy and plan (due with first draft of portfolio)

	<p>Relationships with Others</p> <p>Group One Present Lecture on YAIS –Chapters 5-9</p>	<p>➤ Chapters 5-9 “Your Attitude is Showing” (YAIS)</p> <p>CHAPTER 5-9 TEST Tuesday, Oct. 7th</p>
<p>Week 5 Oct. 7 & 9</p>	<p>YAIS CH 5-9 Test</p> <p>Lecture: Resumes & Cover Letters</p> <p>Maximizing Your Relationships Group Two Present Lecture on YAIS – Chapters 10-13</p>	<p>Draft & Submit: Cover Letter & Resume Thursday, Oct. 9th</p> <p>READ:</p> <p>➤ Chapters 10-13 “Your Attitude is Showing” (YAIS) before Tuesday</p> <p>CHAPTER 10-13 TEST Tuesday Oct. 14th</p>
<p>Week 6 Oct 14&16</p>	<p>YAIS CH 10-13 Test</p> <p>Lecture: Employability Skills Portfolio</p> <p>✓ Portfolio Assignment</p> <p>Critical Employability Skills Statements</p> <p>Building Your Career:</p> <p>Group Three Present Lecture on YAIS –Chapters 14-18</p>	<p>Draft & Submit</p> <p>Critical Employability Skill Portfolio Submission I – Title Pages, Tabs, Re- drafted Resume, Cover Letter, Goals, Professionalism Philosophy & Plan Due: Oct. 21th</p> <p>READ:</p> <p>➤ Chapters 14-18 “Your Attitude is Showing” (YAIS) before Tuesday</p> <p>CHAPTER 14-18 TEST Tuesday Oct. 21th</p>
<p>Week 7 Oct 21 & 23</p>	<p>YAIS CH 14-18 test-</p> <p>Lecture: Effective Recruiting and Interviewing Techniques</p> <p>DISCUSS:</p> <p>✓ The Job Recruitment and Interview Project 📄 <i>Assignment Sheet</i></p> <p>Job Search and Selection Project: Company Name, Company Logo, Company Mission Statement, Job Description</p>	<p>Draft & Submit</p> <p>Submit Company Logo, Company Mission Statement, Job Description, Recruitment Ad Due: Monday Oct. 27th (drop in my office door)</p> <p>RECRUITMENT AD MUST BE POSTED BY 12 NOON, Monday, OCTOBER 27 IN A312</p>

<p>Week 8 Oct 28 & 30</p>	<p>Success At Expanding Your Assets: Group Four Present Lecture on YAIS –Chapters 19-23</p> <p>Job Search and Selection Work Week</p> <p>Job Search and Selection work time –make selections, prepare interview and discuss the next stage of the project</p>	<p>READ:</p> <ul style="list-style-type: none"> ➤ Chapters 19-23 “Your Attitude is Showing” (YAIS) before Tuesday <p>CHAPTER 19-23 TEST Tuesday Nov. 4</p> <p>Draft & Submit</p> <p>APPLICANTS Sign-up before Thursday, Oct 30th -- noon</p> <p>APPLICANTS Submit Resume & Cover Letter into Company Envelope November 18th</p>
<p>Week 9 Nov 4 & 6</p>	<p>YAIS CH 19-23 test</p> <p>Introduction to Outlook 2013</p> <p>Outlook Overview and Assignments</p>	<p>OUTLOOK OVERVIEW CHAPTERS 1 – 5 ASSIGNED</p> <p>Work on Employability Skills Portfolio</p>
<p>Week 10 Nov 11 & 13</p>	<p>Complete Outlook Assignment</p>	<p>OUTLOOK OVERVIEW CHAPTERS 1 – 5 ASSIGNED Due Nov 20th</p>
<p>Week 11 Work Week – Nov18-20—PORTFOLIOS</p>		
<p>Week 12 Nov 25-27</p>	<p>JOB SEARCH AND SELECTION PROJECT INTERVIEWS WEEK 1 INTERVIEWS – Nov 25- Nov 27</p>	<p>IN PROGRESS: INTERVIEWS</p>
<p>Week 13 Dec 2& 4</p>	<p>Professionalism Self-Evaluations and Interview</p> <p>Interview Times will be set up during class time</p>	<p>Professionalism Self & Peer evaluations DUE Dec. 2nd.</p>