



# Grande Prairie Regional College

## School of Business

### Department: Administrative Technology

OA2101 A3/M3 PROFESSIONAL COMMUNICATIONS

1.5 (1-0-1.5)

COURSE OUTLINE -WINTER 2007

WF 11:30-12:50

Room D208

**Instructor** Cara Leaf

**Phone** 539-2005

**Office** C411

**E-mail** [cleaf@gprc.ab.ca](mailto:cleaf@gprc.ab.ca)

**Office Hours** M 2:00-4:30, M F 10:00-11:00  
or by appointment

---

### **Prerequisite(s)/:**

OA 1040 or OA 2040

### **Required Text/Resource Materials:**

Hanna. L. Sharon., *Career by Design: Communicating Your Way to Success*, Third Edition. Upper Saddle River, New Jersey: Pearson Prentice Hall, 2005.

### **Supplies**

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

RW CD for Electronic Portfolio

Good Quality Printing Paper for Resume and Portfolio

Small binder for Team Work Submissions

Large binder for lecture handouts and readings

### **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.

**Credit/Contact Hours:**

38 contact hours total

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

Lecture/Lab

**Objectives:**

The student will:

1. fully prepare an 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.
3. apply and be interviewed for a simulated position as posted by the selection committee teams.
4. fully develop professional human relation skills and professionalism through participation in team work projects , assigned critical thinking, communication projects, and community involvement.

**Grading Criteria:**

Daily attendance is essential! Most concepts are covered in class time, however not all assignments can be completed in class time. Students are responsible for completing assignments outside of class time when necessary. If you are ill 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, p. 29)

Employability Skill Portfolio	20
Cover letter & Resume	
Professional Mission Statement & Goals	
Employability Skills Statements	
Achievements & Certificates	
Display of your best work	
Electronic Portfolio	10

Team Projects – (Volunteer Time)	
World of Women	
Career Day (Open House)	
Re-enrolment Luncheon	20
Re-enrolment presentation	5
Group Presentation	
Any topic on working in an office	10
Job Recruitment & Interview Project	15
Final Exam	20

**Course Schedule/ Tentative Timeline:**

<b><u>Week</u></b>	<b><u>Topic</u></b>	<b><u>Required Reading</u></b>
1.	Course Outline Course Policy	Purchase Text
2	Beginning With Self	Ch. 1
3	Interacting Positively with Others	Ch 2
4	The Job Search Employability Skills Portfolio	Handouts
5	Presenting Yourself in Writing Resumes & Cover Letters	Ch. 4
6	Interviewing with Confidence Job Selection & Recruitment Overview	Ch. 5
7	<b>GPRC Career Fair (Feb. 12<sup>th</sup> )</b>	
8	WINTER BREAK	
9	Electronic Portfolios	Handouts
10	Selection & Recruitment Project	
11	Developing Your Career	Ch. 6
12	Group Presentations: <i>Working in an Office</i>	
13	Interviews <b>Reenrollment Luncheon &amp; Presentations</b>	
14	Electronic Portfolio Presentations	

**Statement on Plagiarism:**

The instructor reserves the right to use electronic plagiarism detection services.

### Grading Conversion Chart

<b>Alpha Grade</b>	<b>4-point Equivalent</b>	<b>Percentage Guidelines</b>	<b>Designation</b>
<b>A<sup>+</sup></b>	<b>4</b>	<b>90 – 100</b>	<b>EXCELLENT</b>
<b>A</b>	<b>4</b>	<b>85 – 89</b>	
<b>A<sup>-</sup></b>	<b>3.7</b>	<b>80 – 84</b>	<b>FIRST CLASS STANDING</b>
<b>B<sup>+</sup></b>	<b>3.3</b>	<b>76 – 79</b>	
<b>B</b>	<b>3</b>	<b>73 – 75</b>	<b>GOOD</b>
<b>B<sup>-</sup></b>	<b>2.7</b>	<b>70 – 72</b>	
<b>C<sup>+</sup></b>	<b>2.3</b>	<b>67 – 69</b>	<b>SATISFACTORY</b>
<b>C</b>	<b>2</b>	<b>64 – 66</b>	
<b>C<sup>-</sup></b>	<b>1.7</b>	<b>60 – 63</b>	
<b>D<sup>+</sup></b>	<b>1.3</b>	<b>55 – 59</b>	<b>MINIMAL PASS</b>
<b>D</b>	<b>1</b>	<b>50 – 54</b>	
<b>F</b>	<b>0</b>	<b>0 – 49</b>	<b>FAIL</b>