

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

OA 2101 C3 - PROFESSIONAL COMMUNICATIONS

INSTRUCTOR:	Diane Kinderwater, C302 539-2783 (work) 532-7944 (home)
TEXT:	Your Attitude is Showing: A Primer of Human Relations, 8 th Edition. Elwood Chapman A Self-Paced Guide to accompany Your Attitude is Showing
SUPPLIES:	Notebook, good quality resume paper, other items as requested by instructor as course progresses,
PREREQUISITE:	OA 2040
COURSE DESCRIPTION:	This course emphasizes job search techniques, attitude, nonverbal communication, listening skills, employability skills, and the development of a positive career philosophy.
GRADING CRITERIA:	Class Projects: 30% Theory Tests: 30% Recruitment/Selection Project: 30% Participation/Attendance: 10%
NOTES:	Participation in class projects is mandatory, you may not elect to skip any project and transfer percentages to other class components except in unique circumstances. In the event you must miss a scheduled examination, you are required to inform the instructor either in person or by telephone BEFORE the exam is administered. Please do not hesitate to call me at home.