

GRANDE PRAIRIE REGIONAL COLLEGE
COURSE OUTLINE
OA 2101C3
PROFESSIONAL COMMUNICATIONS

INSTRUCTOR: Diane Kinderwater, C302
539-2783 (work) or 532-7944 (home)

TEXT: Your Attitude is Showing: A Primer of Human Relations,
8th Edition, Elwood N. Chapman

A Self-Paced Exercise Guide to accompany Your Attitude
is Showing

Alberta Best Training Manual (to be purchased internally)

SUPPLIES: Notebook, good quality resume paper, other items as
requested by instructor as course progresses

PREREQUISITE: OA 1030 AND OA 1040, OR OA 2040

**COURSE:
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.

GRADING:

Special Project:	30%
Theory Tests	30%
Recruitment/Selection Project:	30%
Participation/Attendance	10%