



Grande Prairie Regional College

Office Administration Department

OA2101 A2 PROFESSIONAL COMMUNICATIONS 3 (1.5 – 0 – 1.5)

COURSE OUTLINE- Fall 2012

T/TH 8:30-9:50 A312

Instructor	Nicole Menzies	Phone	539-2758
Office	C411	E-mail	NMenzies@gprc.ab.ca
Office Hours	T/TH 1:00-2:20 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 2010*, Logitell, 2011 ISBN 978-2-89580-602-8

Rutkowski, Nita, Benchmark Series: Microsoft PowerPoint 2010, 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.

2ND YEAR DIPLOMA STUDENTS

Employability Skills Portfolio & Electronic Portfolio	25%
Volunteer Projects –	
▶ President’s Ball Set-up and Clean –up or other 15 hours	15%
Job Recruitment and Interview Project	20%
Your Attitude is Showing Exams	
Chapter Exams	10%
Final Exam	10%
MS Outlook MOS Exam or Assignments	10%
PowerPoint MOS Exam or Assignments	10%

INTENSTIVE DIPLOMA STUDENTS

Employability Skills Portfolio	20%
Volunteer Projects –	
▶ President’s Ball Volunteer work 10 hours	10%
Job Recruitment and Interview Project	20%
Your Attitude is Showing Exams	
Chapter Exams	10%
Final Exam	10%
PowerPoint Assignments & Electronic Portfolio Final Assignment	15%
Outlook Projects and Exams	15%

Grading Conversion Chart

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

Statement on Plagiarism:

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

Course Schedule/ Tentative Timeline:

Week	Topic/Task	Required Individual Work
1	Introduction/ Welcome	<u>Your Attitude is Showing</u> (YAIS) Read and complete chapter tests 1-3 (due 9/11) Resume rough draft (due 9/11)
2	Career Goals/Collage/Job Search	YAIS-Read and complete chapter tests 4-6 (due 9/13) Career Goals rough draft (due 9/13) Powerpoint-Read and complete chapters 1-2 (due 9/18)
3	Getting Along/Critical Employability Skills	YAIS- Read and complete chapter tests 7-9 (due 9/20) Powerpoint- Read and complete chapter 3 (due 9/25)
4	Maximizing Relationships	YAIS- Read and complete chapter tests 10-12 (due 9/27) Critical Employability Skills Statements Draft (due 9/27) Powerpoint-Read and complete chapter 4 (due 10/2)
5	Employability Skills Portfolio/Job Search and Selection Project	YAIS- Read and complete chapter tests 13-15 (due 10/4) Final Draft Resume, Goals, Employability Skills Statements (due 10/4) Company name and group members (due 10/4) Powerpoint- Read and complete chapter 5 (due 10/9)
6	Effective Recruiting Techniques	YAIS- Read and complete chapter tests 16-18 (due 10/11) Powerpoint-Read and complete chapters 6-7

		(due 10/16)
7	Effective Interviewing Techniques	YAIS- Read and complete chapter tests 19-21 (due 10/18) Powerpoint- Read and complete chapter 8 (due 10/23)
8	Career on the Move	YAIS- Read and complete chapter tests 22-24 (due 10/25) Ad/Sign up/Job Description/Time and Room Bookings (due 10/25) Outlook- Read and complete chapters 1-3 (due 10/30)
9	Human Relations in Practice	Sign up for your interview (due 11/1) Outlook-Read and complete chapters 4-6 (due 11/6)
10	Human Relations in Practice	Submit your resume and cover letter in envelope (due 11/8) Outlook-Read and complete chapters 7-9 (due 11/15)
11	Review	Outlook-Read and complete chapters 10-12 (due 11/20)
12	Job Search/Selection	
13	Job Search/Selection	Portfolios/E-portfolios due 11/29
14	Portfolio Presentations	Letter of Offer/Letter of Regret and Complete Binder (due 12/4)
15	Company Presentations	Job Offer/ Certificate (due 12/11)