



Grande Prairie Regional College

DEPARTMENT OF OFFICE ADMINISTRATION

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

Instructor Sharron Barr

Office A313B

**Office
Hours**

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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.

Grauer, *Exploring Microsoft Office PowerPoint 2010 Comprehensive*, Pearson, 2011 ISBN
9780135091005

Rechoum and Prentice, *Outlook 2010*, Logitell, 2011 ISBN 978-2-89580-602-8

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 2019 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)

Tuesday and Thursday 11:30 – 1:00

Delivery Mode(s): Lecture/Lab

Internet Delivery

Lecture / Lab / Electronic Discussion Forum

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 Diploma	40
Volunteer Projects –	
▶ Grande Prairie Women's Show 2 hour shift	
▶ President's Ball Set-up and Clean –up or other 8 hours	10
Job Recruitment and Interview Project	20
Your Attitude is Showing Exams	
Chapter Exams	20
Final Exam	10

INTENSTIVE DIPLOMA STUDENTS

Employability Skills Portfolio	20
Volunteer Projects –	
▶ Grande Prairie Women's Show 2 hours shift	
▶ President's Ball Volunteer work 5 hours	10
Job Recruitment and Interview Project	20
Your Attitude is Showing Exams	
Chapter Exams	20
Final Exam	10
PowerPoint Assignments & Electronic Portfolio Final Assignment	10
Outlook Projects and Exams	10

Course Schedule/ Tentative Timeline:

<u>Week</u>	<u>Topic & Tasks</u>	<u>Required</u>
<p>Week 1</p>	<ul style="list-style-type: none"> ◆ Welcome and Introductory Lecture Empowerment ◆ Course Outline, Course Schedule, Volunteer Work Schedule (Grande Prairie Women's Show, President's Ball ◆ Review: <ul style="list-style-type: none"> ◆ <i>Review Employability Skills Portfolio print Feedback Sheet</i> ◆ <i>Canada Council Critical Employability Skills</i> ◆ <i>Review The Job Recruitment and Interview Project</i> <ul style="list-style-type: none"> ○ <i>Assignment Sheet</i> ◆ <i>Resumes, Cover Letters, Sample Job Descriptions,</i> ◆ <i>Overview Textbook Lecture Series, CHAPTER TESTS and CHAPTER TESTS assigned.</i> <p>🔑 "The Heart of a Leader"</p> <p>🔑 "FISH" end of lab</p>	<p>Read & Complete CHAPTER TESTS Chapters 1, 2, & 3 "Your Attitude is Showing" (YAIS) CHAPTER TESTS DUE: Monday, September 12, 9 P.M.</p> <p>Draft & Submit Resume Due: Friday, September 9, 8 p.m.</p> <div data-bbox="971 695 1328 978" style="border: 1px solid black; border-radius: 50%; padding: 10px; text-align: center; margin: 20px auto; width: 80%;"> <p>ENTER ALL SCHEDULED TASKS INTO OUTLOOK TOGETHER AS A CLASS</p> </div>

<p>Week 2</p> <ul style="list-style-type: none"> ◆ Your Attitude is Showing Lecture II 👉 “Whale Done” ◆ Career Goals & Collage (assigned) <p>■ Job Search Module</p> <p>VOLUNTEER WORK ASSIGNMENT SHEET SIGN-UP</p> <ul style="list-style-type: none"> ▶ GP WOMEN’S SHOW ▶ PRESIDENTS BALL <ul style="list-style-type: none"> ■ LAB ■ Review PowerPoint Module <ul style="list-style-type: none"> ■ Print PowerPoint Assignment Grade Sheet ■ Review Electronic Portfolio <ul style="list-style-type: none"> ■ Print Electronic Portfolio Assignment Sheet ■ LAB ■ Review PowerPoint Chapter 1 & 2 Concepts 	<p>Read & Complete CHAPTER TESTS Chapters 4, 5, & 6 “Your Attitude is Showing” (YAIS) Chapter Tests Due: Monday, September 19, 9 P.M.</p> <p>Draft & Print Career Goals Due: Wednesday, September 14, 8 p.m.</p> <p>Do PowerPoint Chapter 1 Due: Friday, September 16 3 p.m. (see PowerPoint Grade Sheet) Do PowerPoint Chapter 2 Due: Friday, September 16 3 p.m. (see PowerPoint Grade Sheet)</p>
<p>Week 3</p> <ul style="list-style-type: none"> 👉 “Getting Along” ◆ Your Attitude is Showing Lecture III <p>■ Critical Employability Skills Statements</p> <ul style="list-style-type: none"> ■ LAB ■ Review PowerPoint Chapter 3 Concepts 	<p>Read & Complete CHAPTER TESTS Chapters 7, 8, & 9 “Your Attitude is Showing” (YAIS) CHAPTER TESTS DUE: MONDAY, September 26, 9 P.M.</p> <p>Do PowerPoint Chapter 3 Due: Friday, September 30 3 p.m. (see PowerPoint Grade Sheet)</p>

<p>Week 4</p> <ul style="list-style-type: none"> ◆ Your Attitude is Showing Lecture IV 👉 “Johnny the Bagger” <ul style="list-style-type: none"> ■ LAB ■ Review PowerPoint Chapter 4 Concepts 	<p>Read & Complete CHAPTER TESTS Chapters 10, 11, & 12 “Your Attitude is Showing” (Y AIS) CHAPTER TESTS DUE: MONDAY, October 3 9 P.M.</p> <p>Critical Employability Skills Statements Draft I due Wednesday, October 5</p> <p>Do PowerPoint Chapter 4 Due: Friday, October 7 3 p.m. (see PowerPoint Grade Sheet)</p>
<p>Week 5</p> <ul style="list-style-type: none"> ◆ A Quick Word on Chapters 13 – 15 Y AIS <ul style="list-style-type: none"> ■ Employability Skills Portfolio ■ Job Search and Selection Project <ul style="list-style-type: none"> ■ LAB ■ Review PowerPoint Chapter 5 Concepts 	<p>Read & Complete CHAPTER TESTS Chapters 10, 11, & 12 “Your Attitude is Showing” (Y AIS) CHAPTER TESTS DUE: MONDAY, October 10 9 P.M.</p> <p>Final Draft Resume, Goals, Employability Skills Statements Due: Wednesday, October 12</p> <p>Do PowerPoint Chapter 5 Due: Friday, October 14 3 p.m. (see PowerPoint Grade Sheet)</p>

<p>Week 7</p>	<ul style="list-style-type: none"> ◆ A Quick Word on Chapters 16 – 18 YAIS ● Job Search and Selection Project ● Company Name, Company Logo, Company Mission Statement, Job Description ● Effective Recruiting and Interviewing Techniques Lecture ● Interview Techniques Lecture 🔑 "TBA – Interviewing & Recruiting Skills" ■ LAB ■ Review PowerPoint Chapter 6, 7, 8 Concepts 	<p>Read & Complete CHAPTER TESTS Chapters 16, 17,18 "Your Attitude is Showing" (YAIS) CHAPTER TESTS DUE: MONDAY, October 17 9 P.M.</p> <p>Submit Company Logo, Company Mission Statement, Job Description, Recruitment Ad Due: RECRUITMENT AD MUST BE POSTED BY 12 NOON, FRIDAY, OCTOBER 21 IN A312 AND ON COMPANY ENVELOPE IN A313B</p> <p>Do PowerPoint Chapter 6, 7, 8 Due: Friday, October 21, 3 p.m. (see PowerPoint Grade Sheet)</p>
<p>Week 8</p>	<ul style="list-style-type: none"> ◆ A Quick Word on Chapters 19 – 21 YAIS ◆ Present Collages ● Job Search and Selection Project ● Effective Interviewing Continued 🔑 "TBA – Interviewing to Get the Job" LAB: Outlook Overview and Assignments 	<p>Read & Complete CHAPTER TESTS Chapters 19, 20, 21 "Your Attitude is Showing" (YAIS) CHAPTER TESTS DUE: MONDAY, October 24 9 P.M.</p> <p>APPLICANTS Sign-up Wednesday, October 28, 12 noon APPLICANTS Submit Resume & Cover Letter into Company Envelope Wednesday November 2, 12 noon</p> <p>INTENSIVE DIPLOMA STUDENTS – OUTLOOK FULL OVERVIEW CHAPTERS 1 – 12 ASSIGNED Chapter 1,2,3 Due: Wednesday, October 26 3 p.m.</p>

<p>Week 9</p>	<ul style="list-style-type: none"> ◆ A Quick Word on Chapters 22 - 24 ● Job Search and Selection Team Reports and discussion the next stage of the project LAB: Outlook Overview and Assignments 	<p>Read & Complete CHAPTER TESTS Chapters 22, 23, 24 "Your Attitude is Showing" (YAIS) CHAPTER TESTS DUE MONDAY, October 31 9 P.M.</p> <p>APPLICANTS Submit Resume & Cover Letter into Company Envelope Wednesday, November 9, 12 noon</p> <p>INTENSIVE DIPLOMA STUDENTS – OUTLOOK Assigned Chapters 4, 5, 6 Due: Wednesday, November 2</p>
<p>WEEK 10</p>	<ul style="list-style-type: none"> ● Job Search and Selection Work Week LAB: Outlook Overview and Assignments 	<p>Applicants Complete and Submit Resumes Work on Electronic Portfolios Due: November 24 Work on Employability Skills Portfolio Due: November 24</p> <p>INTENSIVE DIPLOMA STUDENTS – OUTLOOK Assigned Chapters 7, 8, 9 Due: Wednesday, November 16</p>
<p>Week 11</p>	<p>LAB: Outlook Overview and Assignments</p>	<p>INTENSIVE DIPLOMA STUDENTS – OUTLOOK Assigned Chapters 10, 11, 12 Due: Wednesday, November 30</p>
<p>Week 11</p> <p>WORK DAYS October 31 November 2, 7, 9, 14 and 16 Portfolios! and Search and Selection Group Projects</p>		
<p>Week 12</p>	<ul style="list-style-type: none"> ● JOB SEARCH AND SELECTION PROJECT INTERVIEWS WEEK 1 	<p>IN PROGRESS: INTERVIEWS</p> <p>INTERVIEWS - November 21 - December 2</p>

Week 14	<ul style="list-style-type: none"> ● JOB SEARCH AND SELECTION PROJECT INTERVIEW WEEK 2 	<p>IN PROGRESS: INTERVIEWS Companies to submit successful candidate names December 2, 12 noon</p> <p style="text-align: center;">INTERVIEWS - November 21 - December 2</p> <p style="text-align: right;">Electronic Portfolios Due: December 2</p>
Week 15	<ul style="list-style-type: none"> ● Electronic Portfolios Presentations ● JOB SEARCH AND SELECTION PROJECT COMPANY BINDERS & SELECTIONS SUBMITTED 	<p>Complete Search and Selection Letters of Regret and Offer Submit Search and Selection Binder Monday, December 5 PowerPoint MOS Testing</p>
Week 15	<ul style="list-style-type: none"> ● Company Group Presentations at Christmas Tea Last Day of Class 	
Week 16	FINAL EXAM – YAIS AND LECTURE MATERIAL TBA	

Statement on Plagiarism:

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

Grading Conversion Chart

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

Cell Phone Policy:

Users of cell phones and other personal electronic devices must be attentive to the needs, sensibilities and rights of other members of the College community. The use of these devices must not disrupt the functions of the College overall and its classrooms and labs. Instructors have the right to have strict individual policies related to cell phones in order to provide and maintain a classroom environment that is conducive to learning and the respect of others.

Cell phones, PDA's and pagers **must be turned off and placed out of sight in classrooms and computer labs during instructional time.** Devices can only be turned on and set to silent mode with the expressed consent of individual instructors. Sending or receiving text messages or gaming on a cell phone during class is not acceptable. In addition, cell phones and other personal electronic devices incorporating cameras must be turned off and out of sight in any area in which individuals have reasonable expectations of privacy. This includes classrooms and computer labs.

Some instructors may have penalties for violations. If cell phones, pagers, calculators, recorders, digital cameras, PDA's MP3 players or other personal electronic devices are used inappropriately for the purposes of cheating or academic dishonesty, then students who do so will be penalized appropriately under the Academic Honesty policy of Grande Prairie Regional College.