

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

**OA2101A3/M3 – Professional Communications**

- INSTRUCTOR:** Sharron Barr  
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[Barr@GPRC.ab.ca](mailto:Barr@GPRC.ab.ca)
- TEXT:** Course Handouts/Workshop Handouts
- SUPPLIES:** Log Book, good quality resume paper, good quality binder for recruitment project team submission, portfolio for employability skills submissions
- PREREQUISITE:** OA1030 AND OA1040, or OA2040
- COURSE DESCRIPTION:** This course could be defined as gaining personal success for business through the development of a positive attitude in all aspects of life. Real life and simulated activities are specifically designed to unlock the human relation potential of students.
- COURSE OBJECTIVES:**
- To fully prepare an Employability Skills Portfolio that exhibits evidence of achievement of Canada Council's critical employability skills.
  - To work collaboratively and cooperatively as a member of a group project team.
  - To work collaboratively and cooperatively as a member of a selection committee to successfully recruit a new employee for a simulated company.
  - To apply and be interviewed for a simulated job as posted by selection committee teams.
  - To fully develop professional human relation skills and self-empowerment through the participation in classroom seminar style activities.

GRADING: (A3)	Team Marketing Projects		30%
	Success Expo	10%	
	Dine Around	20%	
	Employability Skills Portfolio		30%
	Job Search and Selection Project		30%
	Selection Committee Binder	15%	
	Individual Participation	15%	
Lecture Series Final Exam		<u>10%</u>	
		<u>100%</u>	

### COURSE SCHEDULE AND COURSE CONTENTS

The course schedule reflects the unusual nature of this course, in particular its emphasis on teamwork and learning through realistic activities. Students are entrusted to manage their time effectively by setting goals, organizing, planning, prioritizing, and scheduling activities, routines, and projects individually and in cooperation with their team members.