



Grande Prairie Regional College
School of Business
Department of Administrative Technology

OA2101 A3/M3 PROFESSIONAL COMMUNICATIONS
COURSE OUTLINE - WINTER 2006
2.5 hours (1-0-1.5) 38 hours

Instructor	Sharron Barr Office: A313B Office Hours: Monday – Friday 1 – 2 p.m. sbarr@gprc.ab.ca 539-2979 or 532-9236 (home)
Text	Chapman & O-Niel <i>Your Attitude is Showing</i> , Prentice Hall - M Section Only Assigned Readings - A Section Only
Supplies	<ul style="list-style-type: none">🗑 Portfolio Binder, Laser Printer Labels, Protective Covers & Index Tabs🗑 RW CD for Electronic Portfolio🗑 Good Quality Printing Paper for Resume and Portfolio🗑 Binder for Team Work Submissions🗑 Large Binder for lecture handouts and readings
Prerequisite	OA1030, OA1040 or Co-requisite OA2040 Recommended completion of minimum of five diploma courses
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. Students will develop a Critical Employability Skills Portfolio and Electronic Portfolio.

Course Objectives

To fully prepare an Employability Skills Portfolio and Electronic Portfolio that exhibits evidence of achievement of Canada Councils Critical Employability Skills.

To work collaboratively and cooperatively as a member of a group project team.

To apply and be interviewed for a simulated position as posted by the selection committee teams.

To fully develop professional human relation skills and professionalism through participation in team work projects and assigned critical thinking and communication projects.





Delivery Mode

Lecture, Lab, Group Work Monday and Friday 11:30 a.m.– 12:50 p.m.

Course Policy

1. Attendance is required and will be taken at each class. If you are ill, please call your instructor. More than 3 missed classes may result in a recommendation of **“Debarred from Exam.”**(See college calendar. p.33)
2. In-class tests, mid-terms, and final exams must be completed at the scheduled times. Alternate or individualized examination times will not be considered. Failure to complete examinations at the scheduled times will result in a grade of zero (0).
3. If you miss a class, have a classmate call you with your assignments. You are responsible for any work missed.
4. Assignments are due on the dates set by the instructor. Assignments may be handed in early, but only in exceptional circumstances may assignments be handed in late. Late assignments will be penalized -3 for each day late.
5. If you miss an in-class or homework assignment, you receive a zero (0) for that assignment. Some of these assignments may be unannounced before that date. This item may change from course to course
6. Plagiarism will not be tolerated.
7. All assignments must be completed in order to complete a course and in order to qualify to take the final exam.
8. Keep your work up-to-date. If you are absent, phone your study partner to find out what work you missed.




Grading

Employability Skill Portfolio including:	25%
 Resume	
 Collage	
 Professional Mission Statement and Goals	
 Employability Skills Statements	
Electronic Portfolio	15%
Team Projects:	
A SECTION:	20%
World of Women	
FORD World Women’s Curling Championships	
Re-enrolment Presentations	
Professional Image Day Student Conference	
M SECTION	
Your Attitude Is Showing Tests	20%
ALL JOB RECRUITMENT AND INTERVIEW PROJECT	
Selection and Recruitment Company	20%
Binder	
Individual Participation	10%
Final Exam	10%

Alpha Grade	Percentage Conversion	Instructors submit grades to the Registrar's office, which then converts them to a 4-point scale.
A+	90-100	
A	85-89	
A-	80-84	
B+	76-79	
B	73-75	
B-	70-72	
C+	67-69	
C	64-66	
C-	60-63	
D+	55-59	
D	50-54	
F	0-49	

COURSE SCHEDULE (DRAFT

January 2006

Wednesday	Friday
<p>4th Course Outline Course Schedule Group Projects Overview Personal Collage Overview Portfolio Samples Viewed Electronic Portfolios Views Employability Skills Portfolio Video and Overview</p>	<p>6th Professionalism DVD</p>
<p>11th Professionalism in the Office Lecture <i>This lecture will provide you with the tools you need to assess and refine your professional image and with techniques to help you commit to a positive change that will benefit you and your organization.</i></p>	<p>13th Team Work Committee Meetings Day I Open House Teams Ford Curling Championship Teams</p>
<p>18th Whale Done Video and Lecture <i>This Ken Blanchard Video and lecture will give you key techniques in working with others.</i></p>	<p>20th Team Work Committee Meetings Day II Your Attitude is Showing Test I Chapters 1-6</p>
<p>25th Job Search and Portfolio DVD's <i>A new DVD series that give details in resume, portfolio and interview preparation.</i></p>	<p>27th Portfolio Submission I  <i>Professional Mission Statement</i>  <i>Professional Goals</i>  <i>Employability Skills</i></p>

February 2006	
1 st Job Selections and Recruitment Project OVERVIEW & Interviewing Techniques Lecture <i>How to conduct an effective interview and how to sell yourself in an interview situation</i>	3 rd Team Work Committee Meetings Day III
8 th Portfolio Lab Day	10 th Team Work Committee Meetings Day IV Your Attitude is Showing Test II
15 th Professional Image Day Student Conference	17 th Team Work Committee Meetings Day V
22 nd Winter Break	24 th Winter Break
March 2006	
1 st Collage Presentations	3 rd Collage Presentations
8 th Selection & Recruitment Project Company Name Missions and Logo Due	10 th Selection and Recruitment Job Posting Due Your Attitude is Showing Test III
15 th Sign-up Deadline Curling Championships	17 th Resume and Cover Letter Deadline 4 p.m. Curling Championships
22 nd Interviews	24 th Interviews
29 th Interviews	31 st Interviews
April 2006	
5 th Electronic Portfolio Presentations	7 th Portfolios Due Company Binders and Selections Due
12 th – 13 th Group Presentations	