

GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION
COURSE OUTLINE

C. Martens

OA 210 - PROFESSIONAL COMMUNICATIONS

TEXT: Personality Development for Work, 6th ed., Wallace
and Masters

Workbook: Personality Development for Work

PREREQUISITE: OA 103 and OA 104, or OA 104M

COURSE

DESCRIPTION: Emphasizes job search techniques, attitude, non-
verbal communication, dealing with stress, time
management, personal presentation, listening
skills, role and function of meetings, and the
development of a positive career philosophy.

COURSE

OBJECTIVES: The student will develop a positive career
attitude, communications skills, job search and
interview techniques, recruitment and selection
techniques; and will organize and implement a major
project.

GRADING:

Theory Tests	30%
Letter of Application	5%
Resume	5%
Interview	15%
Recruitment/Selection	15%
Major Project	30%

Fall 1991