



# Grande Prairie Regional College

**Department: Administrative Technology**

OA2101 DE

PROFESSIONAL COMMUNICATIONS 3 (3-0)

COURSE OUTLINE

<b>INSTRUCTOR</b>	Gail Sherman	<b>PHONE</b>	780.513.5575 (home)
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## **PREREQUISITE(S)/:**

OA 1040 or OA 2040

## **REQUIRED TEXT/RESOURCE MATERIALS:**

O'Neil and Chapman, Your Attitude is Showing 12<sup>th</sup> Edition, Pearson Prentice Hall, 2008.

Exploring MS Office PowerPoint 2007, Comprehensive, Robert T. Grauer, University of Miami Cynthia Krebs, Publisher: Prentice Hall, 2008

## **SUPPLIES**

Good Quality Printing Paper for Resume and Portfolio

**CREDIT HOURS** 3 credits

**DELIVERY MODE(S):** Online

## **OBJECTIVES:**

The student will:

- fully prepare an proper resume and cover letter,
- develop an Electronic Portfolio with linked and/or embedded objects, containing text, tables and/or graphs/charts,

- construct appropriate sets of presentation slides using a storyboard or presentation outline in PowerPoint,
- fully develop professional Human Relation skills and professionalism through assigned critical thinking assignments, communication projects, as well as community/college involvement through volunteer work.

**GRADING CRITERIA:**

**All work must be completed in order to receive a passing grade in this course.**

Employability Electronic Portfolio	20%
PowerPoint Assignments	20%
Volunteer Project – (Volunteer time is required in a minimum of 10 hours)	20%
Your Attitude is Showing – Human Relations	
Chapter Multiple Choice, True/False, Essay	20%
Final Exam	20%

**STATEMENT ON PLAGIARISM:**

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

## GRADING CONVERSION CHART

### GRANDE PRAIRIE REGIONAL COLLEGE

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