Grande Prairie Regional College

Department: Administrative Technology

OA2101 DE

PROFESSIONAL COMMUNICATIONS 3 (3-0)

COURSE OUTLINE

INSTRUCTOR	Gail Sherman	**PHONE**	780.513.5575 (home)
CELL	780.831.8676 (cell – text)	**E-MAIL**	gsherman@gprc.ab.ca

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.

Exploring MS Office PowerPoint 2007, Comprehensive, Robert T. Grauer, University of MiamiCynthia 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$^+$	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