



Grande Prairie Regional College
DEPARTMENT OF OFFICE ADMINISTRATION

OA2101 A3 PROFESSIONAL COMMUNICATIONS
1.5 (1-0-1.5)
COURSE OUTLINE

Instructor	Sharron Barr	Phone	539-2979 (office) 532-9236 (home)
Office	A313B or E309	E-mail	sbarr@gprc.ab.ca
Office	Monday 2 – 3:30	Cell	897-6676 (cell – text)
Hours	Tuesday – Thursday 10:30 – 2:30		

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.

Grauer, *Exploring Microsoft Office PowerPoint 2007 Comprehensive*, Pearson, 2008

(NOTE: This text may be optional for those students wishing to challenge the PowerPoint Module in this course)

Sequin, Denise, *Microsoft Outlook 2007 on Windows Vista*, Paradigm, 2008.

Supplies

Portfolio Binder, Laser Printer Labels, Protective Covers & Index Tabs

RW CD for Electronic Portfolio

Good Quality Printing Paper for Resume and Portfolio

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. Students will also complete professional communication applications using Microsoft Outlook 2007 to compose, send, and respond to e-mail messages, including attachments, to schedule meetings and appointments and maintain monthly calendars, to manage contacts information and coordinate the data with e-mail and scheduling functions, to use Outlook's Task feature to track information jobs, and to customize Outlook to meet individual information and management needs. And the student will gain a comprehensive use of PowerPoint professional presentation software including the production of an electronic employability skills portfolio.

Credit/Contact Hours:

38 contact hours total 1.5 credits (1 – 0 – 1.5)
Monday's 11:30 – 2:00

Delivery Mode(s): Lecture/Lab

Internet Delivery using Black Board
Lecture / Lab / Electronic Discussion Forum

Objectives:

The student will:

1. prepare a professional Employability Skills Portfolio and Electronic Portfolio that exhibits evidence of achievement of Canada Councils Critical Employability Skills.
2. work collaboratively and cooperatively as a member of a group project team (Selection and Recruitment Project).
3. apply and be interviewed for a simulated position as posted by the selection committee teams.
4. participate as member of a job recruitment and selection hiring committee
5. fully develop professional human relation skills and professionalism through participation in team work projects , assigned critical thinking, communication projects, electronic discussion forums, and community | college involvement.

Grading Criteria:

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

Employability Skills Portfolio	25
Electronic Portfolio	5
Volunteer Project – (On-line Learners 10- hours On-site learners 5 hours)	5
Job Recruitment and Interview Project	20
PowerPoint Module	10
Outlook Module	10
Your Attitude is Showing – Human Relations Exams	15
Final Exam Your Attitude is Showing	10

Course Schedule/ Tentative Timeline:

Week	Topic & Tasks	Required
Week 1	<ul style="list-style-type: none"> ◆ Log-in to Blackboard ◆ Download and Print: Course Outline, Course Welcome, Course Schedule, Course Lecture/Lab/Discussion Forum Assignment components ◆ Download and Print: <ul style="list-style-type: none"> ○ Review Employability Skills Portfolio <i>print Feedback Sheet</i> ◆ Review The Job Recruitment and Interview Project <ul style="list-style-type: none"> ○ <i>print Assignment Sheet</i> ◆ Resumes, Cover Letters, Sample Job Descriptions, ◆ Overview Textbook Lecture Series, discussion questions, primer and discussion questions assigned. ◆ Review PowerPoint Module <ul style="list-style-type: none"> ○ <i>Print PowerPoint Assignment Gr Sheet</i> ◆ Review Electronic Portfolio <ul style="list-style-type: none"> ○ <i>Print Electronic Portfolio Assignn Sheet</i> ◆ Canada Council Critical Employability Skills <p>🔗 “The Heart of a Leader”</p> <p>🔗 “FISH” end of lab</p>	<p>Read & Complete Primer Chapters 1, 2, & 3</p> <p>“Your Attitude is Showing” (YAIS)</p> <p>Submit</p> <p><i>Do corresponding discussion questions and Post Discussion</i></p> <p>Chapter 1</p> <p>Chapter 2</p> <p>Chapter 3</p> <p>Deadline Wednesday 12 Midnight</p> <p>Draft & Drop Resume Due: Friday, 8 p.m.</p> <p>Do PowerPoint Chapter 1 Due: Friday 8 p.m.</p> <p>(see PowerPoint Grade Sheet)</p>

Comment [SB1]: ENTER THESE IMPORTANT DATES IN YOUR OUTLOOK ELECTRONIC CALENDAR WITH REMINDERS

Comment [SB2]: JANUARY 9, 2009, 8 P.M.

<p>Week 2 ♦ Cover Letters ↻ “Whale Done”</p>	<p>Read Chapters 4, 5, & 6 YAIS <i>Do corresponding discussion questions and Post Discussion Forum Responses</i> Chapter 4 Chapter 5 Chapter 6 Deadline: Sunday, 6 p.m. Draft & Drop Cover Letter Due: Friday, 8 p.m. Do PowerPoint Chapter 2 Due: Friday, 8 p.m. (see PowerPoint Grade Sheet)</p>
<p>Week 3 ♦ Your Attitude is Showing Lecture II & Discussion Groups ♦ Career Goals and Mission Statement ↻ “Getting Along”</p>	<p>Read and do Primer Chapters 7, 8, 9 YAIS <i>Do corresponding discussion questions and Post Discussion Responses</i> Chapter 7 Chapter 8 Chapter 9 Deadline: Sunday, 6 p.m. Draft & Drop Mission Statement and Goals Due: Friday, 8 p.m. Do PowerPoint Chapter 3 Due: Friday, 8 p.m.</p>

Comment [SB3]: JANUARY 16TH, 8 p.m.

Comment [SB4]: JANUARY 23, 2009, 8 p.m.

Week 4

- ◆ Your Attitude is Showing Lecture III & Discussion Groups
- ◆ Employability Skill Statements

Read & Do Primer Chapters 10, 11, & 12 YAIS


Do corresponding discussion questions and Post Discussion Forum Responses

Chapter 10
Chapter 11
Chapter 12

Deadline: Sunday, 6 p.m.

Draft & Drop Employability Skills Statements Due: Friday, 8 p.m.

Do PowerPoint Chapter 4 Due: Friday 8 p.m.



Comment [SB5]: JANUARY 30, 2009, 8 p.m.

Week 5

- ◆ A Quick Word on Chapters 13 – 15 YAIS
- ◆ Employability Skills Portfolio
- ◆ Job Search and Selection Project
- 🔗 “Johnny the Bagger”

Read & Do Primer Chapters 13, 14, 15

Do corresponding discussion questions and Post Discussion Forum Responses

Chapter 10
Chapter 11
Chapter 12

Deadline: Sunday, 6 p.m.

Do Portfolio Title Pages, Index Tabs, Table of Contents Due: Monday

Do PowerPoint Chapter 5 Due: Friday, 8 p.m.

Submit Company Name and Members, Friday 8 p.m.

Comment [SB6]: FEBRUARY 2, 2009

Comment [SB7]: FEBRUARY 9, 2009, 8 p.m.

Week 6	<ul style="list-style-type: none"> ◆ A Quick Word on Chapters 16 – 18 YAIS ◆ Job Search and Selection Project Company Name, Company Logo, Company Mission Statement, Job Description Effective Recruiting and Interviewing Techniques Lecture ◆ Interview Techniques Lecture 🔗 "TBA – Interviewing & Recruiting Skills" ◆ YAIS Test II 	<p>Read & Do Primer Chapters 16, 17, 18</p> <p><i>Do corresponding discussion questions and Post Discussion Forum Responses</i></p> <p>Chapter 16</p> <p>Chapter 17</p> <p>Chapter 18</p> <p>Deadline: Sunday, 6 p.m.</p> <p>Submit Company Logo, Company Mission Statement, Job Description, Recruitment Ad Due: Monday, Week 8</p> <p>Portfolio - Prepare Word and Business Communications sections – min 10 Word submissions color Due: Friday, 8 p.m.</p> <p>Do and Drop PowerPoint Chapter 6 Due: Friday, 6 p.m.</p>
Week 7	WINTER BREAK	Do and Drop Collages Friday, 8 p.m.
Week 8	<ul style="list-style-type: none"> ◆ Present Collages ◆ Job Search and Selection Project Effective Interviewing Continued 🔗 "TBA – Interviewing to Get the Job" Sign-up Wednesday, 3 p.m. Resume & Cover Letter due Monday Week 9 ◆ The Electronic Portfolio 	<p>Read & Do Primer Chapters 19, 20, 21</p> <p><i>Do corresponding discussion questions and Post Discussion Forum Responses</i></p> <p>Chapter 19</p> <p>Chapter 20</p> <p>Chapter 21</p> <p>Deadline: Sunday, 6 p.m.</p> <p>Sign-up Wednesday, 3 p.m.</p> <p>Resume & Cover Letter due Monday Week 9</p> <p>Submit Resume and Cover Letter to Company Envelope . Friday, 8 p.m. WEEK 9</p> <p>Submit Excel (min 10 color) and Records Management, Internet sections of portfolio Friday, 6 p.m.</p> <p>Do and Drop PowerPoint Chapter 7</p> <p>The Electronic Portfolio – A Start</p>
Week 9	◆ A Quick Word on Chapters 22 - 24	Read & Do Primer Chapters 22, 23,

Comment [SB8]: FEBRUARY 23, 2009, 12 Noon

Comment [SB9]: FEBRUARY 20, 2009, 8 p.m.

Comment [SB10]: FEBRUARY 20, 2009, 8 p.m.

Comment [SB11]: FEBRUARY 25, 2009, 3 p.m.

Comment [SB12]: MARCH 6, 2009, 12 Noon

	<ul style="list-style-type: none"> ◆ Job Search and Selection Team Reports and discussion the next stage of the project ◆ Minutes and Meetings Lecture and Assigned Work 	<p>24</p> <p><i>Do corresponding discussion questions and Post Discussion Forum Responses</i></p> <p>Chapter 22</p> <p>Chapter 23</p> <p>Chapter 24</p> <p>Deadline: Sunday, 6 p.m.</p> <p>Do and Drop PowerPoint Chapter 8, Friday, 8 p.m.</p> <p>Sign-up for PowerPoint MOS Certification</p> <p>Work on Electronic Portfolios</p> <p>Work on Employability Skills Portfolio</p> <p>Submit Resume and Cover Letter to Company Envelope . Friday, 8 p.m. WEEK 9</p> <p>Work on Job Search and Selection Project</p>
Week 10	<ul style="list-style-type: none"> ◆ Job Search and Selection Team Reports ◆ Electronic Portfolios ◆ Final Exam Overview 	<p>Work on Electronic Portfolios</p> <p>Do and Drop Draft 1 Electronic Portfolio Friday, 8 p.m. Week 11</p> <p>Submit Employability Skills Portfolio Bookkeeping or Legal or Desktop Publishing , Internet, Work Experience, and Other Friday, 6 p.m.</p>
Week 11	<ul style="list-style-type: none"> ◆ YAIS TEST III ◆ JOB SEARCH AND SELECTION PROJECT INTERVIEWS WEEK 1 	<p>IN PROGRESS:</p> <p>INTERVIEWS</p> <p>ELECTRONIC PORTFOLIOS</p> <p>EMPLOYABILITY SKILLS PORTFOLIOS</p>
Week 12	<ul style="list-style-type: none"> ◆ JOB SEARCH AND SELECTION PROJECT INTERVIEW WEEK 2 	<p>Final Electronic Portfolios Dropped Friday, 8 p.m.</p>

Comment [SB13]: MARCH 6, 2009, 12 Noon

Comment [SB14]: MARCH 20, 2009, 8 p.m.

Comment [SB15]: MARCH 13, 2009, 8 p.m.

Comment [SB16]: MARCH 27, 2009, 8 p.m.

Week 13	<ul style="list-style-type: none"> ◆ Electronic Portfolios Presentations ◆ JOB SEARCH AND SELECTION PROJECT SELECTIONS SUBMITTED (e-mail) 	<p>Complete Search and Selection Letters of Regret and Offer Submit Search and Selection Binder Friday, 6 p.m. Power Point MOS Testing</p>
Week 14	<ul style="list-style-type: none"> ◆ Employability Skills Portfolio Due ◆ Final Overview - Final Exam 	<p>Final Employability Skills Portfolio Due Friday 12 noon PowerPoint MOS Testing</p>
Week 15	<ul style="list-style-type: none"> ◆ Year-end Awards Ceremony and Team Presentations (Job Search and Selection Project) ◆ Final Exam TBA 	

Comment [SB17]: APRIL 3, 2009, 6 p.m.

Comment [SB18]: APRIL 10, 2009, 12 Noon

Comment [SB19]: APRIL 13, 2009, 11:30 a.m.

Statement on Plagiarism:

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

Grading Conversion Chart

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

Cell Phone Policy:

Users of cell phones and other personal electronic devices must be attentive to the needs, sensibilities and rights of other members of the College community. The use of these devices must not disrupt the functions of the College overall and its classrooms and labs. Instructors have the right to have strict individual policies related to cell phones in order to provide and maintain a classroom environment that is conducive to learning and the respect of others.

Cell phones, PDA's and pagers **must be turned off and placed out of sight in classrooms and computer labs during instructional time.** Devices can only be turned on and set to silent mode with the expressed consent of individual instructors. Sending or receiving text messages or gaming on a cell phone during class is not acceptable. In addition, cell phones and other personal electronic devices incorporating cameras must be turned off and out of sight in any area in which individuals have reasonable expectations of privacy. This includes classrooms and computer labs.

Some instructors may have penalties for violations. If cell phones, pagers, calculators, recorders, digital cameras, PDA's MP3 players or other personal electronic devices are used inappropriately for the purposes of cheating or academic dishonesty, then students who do so will be penalized appropriately under the Academic Honesty policy of Grande Prairie Regional College.