



Grande Prairie Regional College

School of Business

Department: Administrative Technology

OA2101 A3/M3 PROFESSIONAL COMMUNICATIONS

1.5 (1-0-1.5)

COURSE OUTLINE -WINTER 2008

WF 11:30-12:50

Instructor Sharron Barr

Phone 539-2979 (office)

Office A313B

E-mail sbarr@gprc.ab.ca

Office Hours Monday – Friday 1 – 2 p.m.

Cell 897-6676 (cell – text)

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.

Supplies

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

RW CD for Electronic Portfolio

Good Quality Printing Paper for Resume and Portfolio

Small binder for Team Work Submissions

Large binder for lecture handouts and readings

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.

Credit/Contact Hours:

38 contact hours total 1.5 credits (2.5 – 0 – 0)

Delivery Mode(s): Lecture/Lab

Lecture/Lab (limited)

Objectives:

The student will:

1. fully prepare an 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.
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, and community | college involvement.

Grading Criteria:

Daily attendance is essential! Most concepts are covered in class time, however not all assignments can be completed in class time. Students are responsible for completing assignments outside of class time when necessary. If you are ill have a classmate inform you of the work covered that day. More than 3 missed classes may result in a recommendation of "Debarred from Exam." (See College calendar, p. 29) **All work must be completed in order to receive a passing grade in this course.**

Employability Skills Portfolio	25
Electronic Portfolio	10
Team Projects – (Volunteer Time is required in a minimum of two)	15
World of Women October 12 – 14, 2007 (Two – year Diploma and Intensive Diploma)	
Open House (Intensive Diploma) March 2008	
Leadership Conference (Intensive Diploma) March 2008	
Re-enrolment Luncheon Presentation– March 2008	
Job Recruitment & Interview Project	25
Your Attitude is Showing – Human Relations Exams	
Exam I	5
Exam II	5
Exam III	5
Final Exam	10

Course Schedule/ Tentative Timeline:

<u>Day</u>	<u>Topic</u>	<u>Required Reading</u>
Friday, January 4	<ul style="list-style-type: none"> ◆ Course Outline Course Policy ◆ Course Schedule ◆ Overview of Portfolio Feedback Sheet & Requirements ◆ Lecture I <i>More Power To You</i> ◆ Review Resumes – Lecture Notes ◆ <i>FISH</i> 	<p>Read Chapters 1- 6</p> <p>Draft One Resume Due: Friday, January 11- e-mail copy to sbarr@gprc.ab.ca</p>
Wednesday, January 9	<ul style="list-style-type: none"> ◆ Lecture II <i>Be Open to Change</i> ◆ Lab - Resumes 	
Friday, January 11	<ul style="list-style-type: none"> ◆ Lecture III <i>Dealing with the Dilemma of Decision Making</i> ◆ WHALE DONE 	Resumes – First Draft Due
Wednesday, January 16	<ul style="list-style-type: none"> ◆ Lecture IV <i>Professionalism in the Office</i> ◆ GETTING ALONG 	
Friday, January 18	<ul style="list-style-type: none"> ◆ Lab – Mission Statement and Goals 	Mission Statement and Goals Due
Wednesday, January 23	<ul style="list-style-type: none"> ◆ Lecture V How to Handle Anger and Conflict ◆ Employability Skill Statements Reviewed 	
Friday, January 25	YOUR ATTITUDE IS SHOWING TEST I	Assigned Reading Chapters 7 - 12
Wednesday, January 30	<ul style="list-style-type: none"> ◆ Lab - Employability Skills Statements 	
Friday, February 1	<ul style="list-style-type: none"> ◆ Overview Selection and Recruitment Assignment 	Employability Skill Statements Due
Wednesday, February 6	<ul style="list-style-type: none"> ◆ Lab – Selection and Recruitment Project ◆ Overview – Personal Collage 	
Friday, February 15	YOUR ATTITUDE IS SHOWING TEST II	Assigned Reading Chapters 13 - 24
Wednesday, February 27	<ul style="list-style-type: none"> ◆ Collage Presentations ◆ Lecture VI – Effective Interviewing Techniques 	
Friday, February 29	<ul style="list-style-type: none"> ◆ Selection and Recruitment Discussion and Questions 	
Wednesday, March 5	<ul style="list-style-type: none"> ◆ Electronic Portfolio Lab 	
Friday, March 7	YOUR ATTITUDE IS SHOWING TEST III	
Friday, March 14	JOB RECRUITMENT AD & JOB DESCRIPTION POSTING DEADLINE: 12 NOON	

Wednesday, March 19	SIGN-UP DEADLINE JOB POSTING 12 NOON
Friday, March 21	DEADLINE FOR RESUME AND COVER LETTER SUBMISSION 12 NOON
March 24 – April 4	INTERVIEWS
	PORTFOLIO DUE
Friday, April 4	ELECTRONIC PORTFOLIO DUE
	COMPANY BINDERS DUE
Wednesday, April 9	Overview of Final Exam
	COMPANY PRESENTATIONS – Selection and Recruitment Project
Friday, April 11	TOP PORTFOLIO PRESENTATIONS
	STUDENT AWARDS
	WORK EXPERIENCE LUNCHEON
TBA	Final Exam

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.