



DEPARTMENT OF Office Administration
COURSE OUTLINE – Winter 2014
OA1030 3(5-0-0) Business Communications I

Instructor Arlene Loewen

Phone 539-2058

Office E401-6

E-mail ALoewen@gprc.ab.ca

Office Hours MT TH 10:00-11:20
(or by appointment)

Prerequisite(s):

None

Required Text/Resource Materials:

Smith, Leila R., *English for Careers*, 11th Edition. Upper Saddle River, New Jersey: Pearson Prentice Hall, 1999.

Business Communications I Exercise and Assignment Booklet (duplicated and available
In the Bookstore)

Random House Webster Dictionary

Description:

This course will help you develop editing, proofreading, and writing skills for effective business communications. Topics covered include dictionary use and understanding words, spelling and vocabulary development, grammar, sentence punctuation, and numbers.

Upon completing this course you will write and speak according to Standard English usage including principles of word choice, spelling, sentence construction, grammar, punctuation, and pronunciation. You will be able to communicate in Standard English a style that contributes to success and advancement in careers requiring excellent communication skills

Credit/Contact Hours:

3 credits/75 contact hours

Delivery Mode(s):

Lecture/Lab

TRANSFERABILITY:

** Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability

GRADING CRITERIA:

| GRANDE PRAIRIE REGIONAL COLLEGE | | | |
|---------------------------------|--------------------|-----------------------|-------------------------------------|
| GRADING CONVERSION CHART | | | |
| Alpha Grade | 4-point Equivalent | Percentage Guidelines | Designation |
| A ⁺ | 4.0 | 90 – 100 | EXCELLENT |
| A | 4.0 | 85 – 89 | |
| A ⁻ | 3.7 | 80 – 84 | FIRST CLASS STANDING |
| B ⁺ | 3.3 | 77 – 79 | |
| B | 3.0 | 73 – 76 | GOOD |
| B ⁻ | 2.7 | 70 – 72 | |
| C ⁺ | 2.3 | 67 – 69 | SATISFACTORY |
| C | 2.0 | 63 – 66 | |
| C ⁻ | 1.7 | 60 – 62 | |
| D ⁺ | 1.3 | 55 – 59 | MINIMAL PASS |
| D | 1.0 | 50 – 54 | |
| F | 0.0 | 0 – 49 | FAIL |
| WF | 0.0 | 0 | FAIL, withdrawal after the deadline |

EVALUATIONS:

| | |
|---------------------------------------|------------|
| Assignments – | 15% |
| Quizzes & Tests – | 30% |
| Will consists of unit and topic tests | |
| Midterm -- | 20% |
| Final Exam – | 30% |
| Job Success Skills– | 5% |

The students will demonstrate job success skills through:

- Regular attendance and punctuality
- Timely completion of work
- Maintaining a high standard of work
- Ability to work both independently and collaboratively
- Participation in class and within groups

STUDENT RESPONSIBILITIES:

Daily attendance is essential! Students are responsible for completing assignments outside of class time when necessary. If you are ill, please 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)

Assignments and tests missed will be recorded as zero. Assignments are due on the dates set by the instructor. No late assignments or rewrites of exams are allowed

STATEMENT ON PLAGIARISM AND CHEATING:

Refer to the Student Conduct section of the College Admission Guide at

<http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct:

Plagiarism and Cheating at www.gprc.ab.ca/about/administration/policies/**

**Note: all Academic and Administrative policies are available on the same page.

Course Schedule/Tentative Timeline:

| <u>Week</u> | <u>Topic</u> | <u>Required Reading</u> |
|--------------------|----------------------------|--------------------------------|
| Week 1 | References and Resources | CH 1 |
| Week 2 | Parts of Speech | CH 2 |
| Week 3 | Mastering Nouns | CH 4 |
| Week 4 | Mastering Possessives | CH 5 |
| Week 5 | Pronouns | CH 6&7 |
| Week 6 | Mastering Verbs | CH 8&9 |
| Week 7 | Adjectives & Adverbs | CH 10 |
| Week 8 | MIDTERM | |
| Week 9 | Sentence Fundamentals | CH 3 |
| Week 10 | Using Commas Correctly | CH 11 |
| Week 11 | Punctuating Sentences | CH 12 |
| Week 12 | Fine Points of Punctuation | CH 13 |
| Week 13 | Polishing Your Writing | CH 14&15 |
| Week 14 | Review for Final EXAM | |

There will be a chapter exam following the completion of each chapter.
The final exam will be given on the scheduled day during the April exam week.