



Grande Prairie Regional College

School of Business

Department: Administrative Technology

COURSE OUTLINE – WINTER 2008

OA1040 A3 (5-0-0) Business Communications II

Instructor Evans Forsyth

Office C415

Office Hours Tu Th 11:30 – 1:00

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Residence 532-1031

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Prerequisite(s)/co requisite(s):

OA 1030

Required Text/Resource Materials:

Smith, Leila R., English for Careers, 9th Edition, New Jersey: Prentice Hall, 2005, and Student Prep Book. These two books must be in new, unused condition.

Locker, Kaczmarek, Braun., Business Communication Building Critical Skills, Second Edition, McGraw-Hill Ryerson Limited, 2005.

Random House Webster Dictionary

Description:

The course applies the principles learned in OA 1030 to the techniques of writing different types of letters, memos and short reports. It emphasizes oral communication, punctuation and proofreading skills. This course will help students learn to write and speak for communication “payback” results, with focus on purpose, audience, information, benefits, objections, and context.

Credit/Contact Hours:

3 credits/75 contact hours

Delivery Mode(s):

Lecture/Lab

Grading Criteria:

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.

Online Reviews	5%
Assignments	20%
Quizzes & Tests	
➤ unit and topic tests	30%
➤ one midterm	10%
Final Exam	35%

Up to 2 of your lowest unit and topic tests will be replaced by your final exam, based on the following:

- 91 to 100% on-time for class, 2 marks replaced.
- 81 to 90% on-time for class, 1 mark replaced.

A missed midterm will be added to the final exam.

Grades will be assigned on the Letter Grading System.

Administrative Technology Department

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

Course Schedule/Tentative Timeline:

<u>Week</u>	<u>Topic</u>	<u>Readings</u>
Jan. 3	Course Outline	
Jan. 7, 8, 10	Ch 12 on Punctuation	Chapter 12
Jan. 14, 15, 17	Ch 13 on Get Act Together	Chapter 13
Jan. 21	Introduction to Business Communications	Module 1
Jan. 22, 24, 28	Adapting Your Message to Your Audience	Module 2
Jan. 29, 31, Feb. 4	Creating Goodwill	Module 6 & 7
Feb. 5, 7	Reader Benefits	Module 8
Feb. 11, 12	Writing Letters	Modules 9 & 10
Feb. 14	Midterm, including Writing Letters	All to Date
Feb. 18 to 22	Winter Semester Break	
Feb. 25, 26, 28	Negative & Persuasive Messages	Modules 11 & 12
Mar. 3, 4	Email Messages	Module 13
Mar. 6, 10, 11	Polishing Your Writing	Modules 14, 15, & 16
Mar. 13, 17	Active Listening	Module 17
Mar. 18, 20, 24,	Working in Teams & Oral Presentations	Modules 18 & 20
Mar. 25, 27	Finding, Analyzing, and Documenting Information	Module 21
Mar. 31, Apr 1, 3	Short Reports & Using Visuals	Modules 23 & 25
Apr. 7, 8	Group work	
Apr. 10	Oral Presentations	

Examinations:

There will be a module exam following the completion of each section.

A Midterm is scheduled prior to the Winter Semester Break.

The final exam will be given on the scheduled day during April exam week.

Statement on Plagiarism:

The instructor reserves the right to use electronic plagiarism detection services. The penalty for plagiarism is SEVERE.

ADMINISTRATIVE TECHNOLOGY COURSE POLICY

1. Attendance is required and will be taken at each class. If you are ill, please call your instructor. More than 3 missed classes may result in a recommendation of "Debarred from Exam." (See College calendar, p. 36)
2. In-class tests, mid-terms, and final exams must be completed at the scheduled times. Alternate or individualized examination times will not be considered. Failure to complete examinations at the scheduled times will result in a grade of zero (0).
3. If you miss a class, have a classmate call you with your assignments. You are responsible for any work missed.
4. Assignments are due on the dates set by the instructor. Assignments may be handed in early, but only in exceptional circumstances may assignments be handed in late.
5. If you miss an in-class or homework assignment, you receive a zero (0) for that assignment. Some of these assignments may be unannounced before that date. This policy may change from course to course.
6. Plagiarism will not be tolerated.
7. All assignments must be completed in order to write the final exam and complete the course.
8. Keep your work up-to-date. If you are absent, phone your study partner to find out what work you missed.

Study Partner's Name _____

Study Partner's Phone Number _____

Read your Rights & Responsibilities - College Calendar.