

**Department of Business & Office Administration**

**COURSE OUTLINE – Winter 2025**

**OA1030 (EC): Business Communications I - 3(3-0-2) 75 Hours, 15 weeks**

Northwestern Polytechnic acknowledges that our campuses are located on Treaty 8 territory, the ancestral and present-day home to many diverse First Nations, Metis, and Inuit people. We are grateful to work, live and learn on the traditional territory of Duncan's First Nation, Horse Lake First Nation and Sturgeon Lake Cree Nation, who are the original caretakers of this land.

We acknowledge the history of this land and we are thankful for the opportunity to walk together in friendship, where we will encourage and promote positive change for present and future generations.

<b>Instructor</b>	<b>Cara Leaf</b>	<b>Phone</b>	780-539-2879
<b>Office:</b>	C411	<b>E-mail</b>	cleaf@nwpolytech.ca
<b>Office Hours</b>	M/W 10:00-11:30 or by appointment		

**CALENDAR DESCRIPTION:**

This course will help you develop editing, proofreading, and writing skills for effective business communications. Upon completing this course, you will write and speak according to Standard English usage principles of word choice, spelling, sentence construction, grammar, punctuation and pronunciation. You will communicate with the style that contributes to advancement in careers requiring excellent communication skills. The course will also focus on the development of keyboarding speed and accuracy through proven individualized skill building drills.

**PREREQUISITE(S):**

None

**REQUIRED TEXT/RESOURCE MATERIALS:**

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

Random House Webster Dictionary

Students are responsible for all fees associated with ProctorU, a live proctoring service for online exams. Fees are paid when you schedule your exams through ProctorU.

Pricing per exam is as follows:

60 minutes or less - \$16 USD

61-120 minutes - \$25 USD

121 - 180 minutes - \$31 USD

### **DELIVERY MODE:**

Online – This type of course will be offered online. There are no set class times and students attend remotely and asynchronously.

### **LEARNING OUTCOMES:**

The primary objective of OA1030 is to improve communication skills. Knowing the parts of speech, using them correctly, and understanding how they relate to one another is an important step in creating strong writing skills. Upon successful completion of the course, students should be able to:

- identify the eight parts of speech and understand the function of each part of speech.
- apply different vocabulary terms that will allow them to participate in analyzing grammar usage and sentence structure
- compose complete sentence (simple, compound, and complex)
- correctly spell commonly misspelled words.
- apply Standard English grammar and mechanics to compose or edit text.
- key by touch at a minimum of 30 net words per minute on five-minute copy timed writings.

### **TRANSFERABILITY:**

Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at the Alberta Transfer Guide main page <http://www.transferalberta.ca>.

\*\* 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**

### **EVALUATIONS:**

Assignments	10%
Quizzes & Tests –	20%
Midterm --	25%
Timed Writings	15%
Final Exam –	30%

**To receive credit for OA1030, you must achieve a minimum score of 30 NWAM on the final timed writings.**

**GRADING CRITERIA:**

Alpha Grade	4-point Equivalent	Percentage Guidelines	Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	95-100	C+	2.3	67-69
A	4.0	85-94	C	2.0	63-66
A-	3.7	80-84	C-	1.7	60-62
B+	3.3	77-79	D+	1.3	55-59
B	3.0	73-76	D	1.0	50-54
B-	2.7	70-72	F	0.0	00-49

**COURSE SCHEDULE/TENTATIVE TIMELINE:**

Week & Topic	Required Reading
Week 1 Course Outline	Read all important documentation in Welcome area and create a Typing Club account
Week 2 References and Resources	Read Chapter 1 Skill Building – Getting started
Week 3 Parts of Speech	Read Chapter 2 Skill Building – Home Row & Top Row
Week 4 Mastering Nouns	Read Chapter 4 Skill Building – Bottom Row
Week 5 Mastering Possessives	Read Chapter 5 Skill Building – Working on Speed
Week 6 Pronouns	Read Chapters 6 & 7 Skill Building – Capitals: using the Shift key
Week 7 Winter Break	Winter Break
Week 8 Mastering Verbs	Read Chapters 8&9 Skill Building – Common Patterns
Week 9 Adjectives & Adverbs	Read Chapter 10 Skill Building –Keying Numbers
Week 10 MIDTERM	Study for Midterm (Chapter 1-10) Skill Building –Common Patterns 2
Week 11 Sentence Fundamentals	Read Chapter 3 Skill Building –Typing with Symbols
Week 12 Using Commas Correctly	Read Chapter 11 Skill Building –Common Patterns 3
Week 13 Punctuating Sentences: Colon & Semi Colon, Parentheses, Dashes	Read Chapter 12 Skill Building – Advanced Level 1
Week 14 Fine Points of Punctuation	Read Chapter 13 & 14 Skill Building – More Symbol & Tricky Words
Week 15 Final Exam	Exam time set during Exam Week Zoom exam for Skill Building Date posted in D2L

\* There will be a chapter exam following the completion of each chapter.

**\*\* The final exam will be given on the scheduled day during the exam week. The skill building portion of the final must be completed in Zoom in order to assess your touch typing.**

### **STUDENT RESPONSIBILITIES:**

Refer to the College Policy on Student Responsibilities

Assignments, quizzes, 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

All skill building drill work must be completed in order to attempt the final timings. Only those timed writings completed using prescribed touch-typing techniques will be accepted for grading. Net Words per Minute will be determined by five-minute timings, completed in front of instructor during a zoom meeting.

### **STATEMENT ON ACADEMIC MISCONDUCT:**

Academic Misconduct will not be tolerated. For a more precise definition of academic misconduct and its consequences, refer to the Student Rights and Responsibilities policy available at <https://www.nwpolytech.ca/about/administration/policies/index.html>.

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

### **ADDITIONAL INFORMATION:**

#### **USING PROCTORU:**

This course uses ProctorU Live for online exams. To utilize this service, you are required to complete the following steps:

- Create a ProctorU account by clicking the ProctorU link in the course.
- Download and install the Guardian Web Browser, Google Chrome, and the ProctorU extension.
- Schedule each exam at least 3 days (72 hours) in advance. If you miss this deadline, you cannot take the exam.
- Pay for the proctoring service. The fees are exclusively your responsibility and in no event shall be the responsibility of Northwestern Polytechnic.

**For more detailed instructions [click here](#), and for video instructions [click here](#).**

Before each exam, you must complete a room scan with your web camera, during which you will show your surroundings to a live proctor.

The invigilator will ask to view (but not collect or store) your student identification to verify your identity and will remotely access your computer to unlock the exam. When monitoring your actions

via video streaming, the invigilator may possibly record your actions if they suspect academic integrity behavioural issues. You will be verbally notified if/when recording begins.

The collection of and access to the personal information listed above is permitted under subsection 33(c) of the Freedom of Information and Protection of Privacy Act, RSA 2000, c F-25, which states, “No personal information may be collected by or for a public body unless that information relates directly to and is necessary for an operating program or activity of the public body.” In addition, subsection 39(4) states, “A public body may use personal information only to the extent necessary to enable the public body to carry out its purpose in a reasonable manner.”

**Records Retention:** Any video records of you created by ProctorU will be kept by ProctorU for a maximum of 7 days in order to make a decision about any possible academic integrity infraction, after which time it shall be permanently deleted. All other personal information collected and stored by ProctorU within your profile account will be permanently deleted if the account has not been used after one year.

### **Consent to Store Personal Information Outside Canada**

ProctorU is an American company. An agreement is in place between ProctorU and Northwestern Polytechnic by which ProctorU will take reasonable steps to protect your personal information from unauthorized access and disclosure. Information about how ProctorU protects your privacy can be found in their Privacy Policy.

By using the ProctorU service via Northwestern Polytechnic, you consent to the storage of and access to your personal information outside of Canada.

This consent is in effect from the day you register with ProctorU and expires one year after completion of your exam.

Additional privacy and liability information regarding the use of ProctorU is available on the NWP website.