



DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION

COURSE OUTLINE – Fall 2026

BA1010(EC): BUSINESS COMMUNICATIONS – 3(3-1-0) UT 60 Hours for 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.

INSTRUCTOR: Andrew Grieve - Gehring **PHONE:** (780) 203-4567
OFFICE: REMOTE **E-MAIL:** agehring@nwpolytech.ca
OFFICE HOURS: by appointment only
Best way to contact me: Email – agehring@nwpolytech.ca

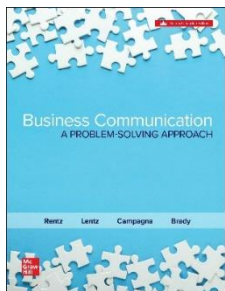
CALENDAR DESCRIPTION:

This course focuses on principles of effective business communications, both written and spoken, including mechanics, style, tone, organization and APA style referencing. Specific topics include composing business letters, memoranda and emails; writing formal reports; principles of graphic design; and conducting effective business meetings.

PREREQUISITE(S)/COREQUISITE: None

REQUIRED TEXT/RESOURCE MATERIALS:

Business Communication: A Problem-Solving Approach 2ce by Katheryn Rentz



All students must have access to Connect. You must have an access code to gain access to the online resources. McGraw-Hill Connect™ is a web-based assignment and assessment platform that gives students the means to better connect with their coursework and with the important concepts that they will need to know for success now and in the future. If you have purchased a used book, you will have to purchase an access code separately. Instructions to do this are available in the Registration Module.

DELIVERY MODE(S): Asynchronous (online)

This is a paced online self-study course. This type of course will be delivered online through NWP's learning management system. There are no set class times and students attend remotely and asynchronously.

LEARNING OUTCOMES:

Upon successful completion of the course, students will be able to do the following:

- Apply the correct use of grammar, spelling, sentence structure and punctuation in writing.
- Research, plan, compose, edit, and document a formal academic paper.
- Research, plan, execute and evaluate an effective oral presentation.

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.alberta.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:

Short writing exercises & Power Charge Professionalism quizzes	20%
Academic Integrity Module	7.5%
Grammar quizzes (best 2/3 @ 5%)	15%
Bad News Letter assignments in Connect	7.5%
Final Research Paper – to be submitted in components	35%
Component A: Literature Review, Thesis (10%)	
Component B: Outline, Source Evaluation (10%)	
Component C: Final Composed Report (15%)	
Individual Presentation	15%
Total	100%

EVALUATION POLICIES:

- You are strongly encouraged to complete all exercises, assignments, quizzes, and exams.
- Unexcused absences for the midterm will receive a grade of zero. For excused absences, the weighting of the test may be transferred to the final exam at the instructor's discretion. If a student believes they have a valid reason to miss an evaluation, the instructor must be informed BEFORE the test or assignment due date.
- Turnitin plagiarism-detecting software will be used in this course

GRADING CRITERIA:

Please note that most universities will not accept your course for transfer credit **IF** your grade is **less than C-**.

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:

All assignments are due on Sunday before 11:59 PM unless otherwise stated

Week Beginning	Topic	Required Reading	Assessments
Sept 2 nd – 6 th	Grammar and Mechanics	Appendix A	
Week 2 Sept 7 th – 13 th	Solving Communication Problems in the Workplace Getting Positive Responses to Your Communication	Chapters 1 & 2	Grammar Quiz 1
Week 3 Sept 14 th – 20 th	Designing the Right Type of Message	Chapter 4	
Week 4 Sept 21 st – 27 th	Crafting Effective Sentences and Paragraphs	Chapter 6	Grammar Quiz 2
Week 5 Sept 28 th – Oct.4 th	Writing Good News and Neutral Messages	Chapter 7	Email Exercise
Week 6 Oct.5 th – Oct.11 th	Writing Bad News Messages	Chapter 8	Bad News Letter Assignment
Week 7 Oct.12 th – Oct.18 th	Communicating with Culturally Diverse Audiences Using Interpersonal Communication Skills in Conversation and Meetings	Chapters 3 & 13	Grammar Quiz 3
Week 8 Oct.19 th – Oct.25 th	Researching and Writing Reports	Chapters 13 & 10	

Week 9 Oct.26 th – Nov.1 st	A guide for documenting your sources APA	Chapters 10 & Appendix B	Academic Integrity Quiz Lit Review & Thesis
Week 10 Nov.2 nd – Nov.8 th	Paraphrase, Summary, and Quotes Revisited	myClass Resources	
Week 11 Nov.9th – Nov.15th	Fall Break		
Week 12 Nov.16 th – Nov.22 nd	Communicating Your Message Visually	Chapters 5	Outline & Source Eval
Week 13 Nov.23 rd – Nov.29 th	Delivering Business Presentations and Speeches	Chapter 12	
Week 14 Nov.30 th – Dec.6 th	Individual presentations based on research paper	Work on presentations	
Week 15 Dec.7 th – Dec.13 th	Individual presentations based on research paper Last Day of Fall Classes – Dec.9th Fall Final Exams Begin – Dec.12th	Work on presentations and Final Research Paper	Presentations Due (Dec.8 th)
Week 16 Dec.12 th – Dec.19 th	Final Paper Due	Final Research Paper	TBD

**The above schedule may be revised at the discretion of the instructor based on class requirements. **

STUDENT RESPONSIBILITIES:

Time Management:

The expectation is that students read the material and complete exercises. Adopting and adhering to effective learning habits in this course will likely take a great deal of time, and students are encouraged to plan their schedule accordingly. Do not fall behind in the assigned readings and activities, as it is difficult to catch up.

Course materials and announcements will be available on myClass and NWP Webmail. Students are responsible for checking myClass and their student e-mail regularly.

Connect:

Students must manage and maintain access to the McGraw Hill Connect platform to complete required coursework by the due date. See the policy below regarding late or missed assignments. Students should access support for the Connect platform at:

<https://www.mheducation.com/highered/support/student/connect.html>

Email:

Email is the preferred option to communicate with your instructor. Emails will be answered **within three business days, no emails will be answered before/after business hours.** Email correspondence to your instructor must be sent from your NWP student email account. Emails should be professionally formatted and include a subject, correct spelling and grammar, and a reference to course material and/or textbook pages, etc. Emails that do not adhere to this format may not be responded to.

Policies:

As a student at NWP, you have rights and responsibilities. It is your responsibility to be familiar with the information contained in this Course Outline and to clarify any areas of concern with the instructor. It is also your responsibility to be familiar with NWP Policies.

Please take the time to familiarize yourself with the policies that might impact you while you are here:

- NWP Policies: <https://www.nwpolytech.ca/aboutpolytechnic-leadership/policies-directory>.
- [NWP Students Rights & Responsibilities Policy: Students Rights & Responsibilities Policy](#)

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/aboutpolytechnic-leadership/policies-directory>.

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