

COURSE OBJECTIVES:

The primary objective of BA1010 is to improve communication skills (writing and speaking) in business settings.

- Students will review and apply general English requirements in writing including grammar, sentence structure, punctuation, tone, and word usage.
- Students will explore and apply the process of writing an academic research paper.
- Students will explore and demonstrate giving a presentation in front of a group.

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:

In addition to institutions with a block transfer agreement with GPRC's Business Administration Certificate and Diploma, there are transfer agreements with the following institutions:

- Bow Valley College: MGMT 1201 (3)
- Concordia University of Edmonton: BUS 2xx (3)

(Information retrieved from <http://www.transferralberta.ca> on August 27, 2018)

***Warning:** Although we strive to make the transferability information in this document up-to-date and accurate, **the student has the final responsibility for ensuring the transferability of this course to Alberta Colleges and Universities.** Please consult the Alberta Transfer Guide for more information.

You may check to ensure the transferability of this course at Alberta Transfer Guide main page

<http://www.transferralberta.ca> or, if you do not want to navigate through few links, at

<http://alis.alberta.ca/ps/tsp/ta/tbi/onlineSearch.html?SearchMode=S&step=2>

**** 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:

Note: In order to pass BA 1010:

1. ALL assignments and non-graded, assigned work must be completed
2. You must achieve a minimum score of 50% on the Final Exam in order to pass the course.

3. You must achieve a minimum score of 50% on for your course work in order to pass the course.

Research Paper	15%
Presentation	15%
Mid-term exam	20%
Post-Tests (4 valued at 5 marks each)	20%
Final Exam	30%

Four tests and a midterm will be scheduled during the semester. The final exam will be scheduled by the registrar's office during the period **December 10 - 19, 2021**, so please **do not** make plans during this time period. Dates for the midterm, tests, and assignments will be announced in class as required during the semester.

GRADING CRITERIA:

Grades will be assigned on a Letter Grading System using the following chart.

Alpha Grade		4-point Equivalent	Percentage Guidelines		Alpha Grade	4-point Equivalent	Percentage Guidelines
A+		4.0	90-100		C+	2.3	67-69
A		4.0	85-89		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:

Module	Week	Chapter	To do
1	1 (September 2-6)	33 (Grammar)	Complete Overall Pre-Test Read Chapter 33
	2 (September 7-13) On September 7 th , no classes due to labour day.	33 (Grammar)	Complete Exercise 1A

	3 (September 14-20)	26 (Wordiness) and 48 (Numbers)	Complete Exercise 1 B Complete Exercise 1 C Complete Pre-Test #1 Complete Post-Test #1
2 (Punctuation)	4 (September 21-27)	48 (Commas) and 49 (Semicolons)	Complete Exercise 2A Complete Exercise 2B Complete Pre-Test #2A Complete Post-Test #2A
	5 (September 28-October 4)	50 (quotations) and 51 (using end quotations)	Complete Exercise 2B Complete Exercise 2C Complete Pre- Test 2B Complete Post-Test #2B
	6 (October 5-11)	51 (Punctuating quotations) and 53 (Using other quotations)	Complete Exercise 2 C Complete Exercise 2 D Complete Pre-Test 2 C Complete Post-Test #2C
	7 (October 12-18) Only the class on the 12 th will happen	Midterm	Covers all chapters up to this point
	8 (October 19-25)	12 (Planning a research project) and 3 (Organizing and drafting your project)	Topic and thesis
	9 (October 26-November 1)	13 (Finding information) and 14 (Evaluating information)	Outline

	10 (November 2- 8)	15 (Plagiarism) and 16 (Writing the research project)	
	11 (November 9-15) No classes on the 11 th	Writing and editing 17 (Identifying sources) (APA)	
	12 (November 16-22)	19 (APA citations and editing)	Submission of essay
	13 (November 23-29)	Business Presentation 11 (Presentations) Online Resources	
	14 (November 30- Dec 5) Final Week	Recording Presentations	Submission of presentation

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

STUDENT RESPONSIBILITIES:

Student Conduct

As a student, it is your responsibility to read, understand and comply with the college's academic policies, which are reviewed regularly, updated and posted on our college website. If you have any questions regarding these policies, please contact Student Services.

Academic Grievance

If you feel the actions of an academic staff member are affecting your academic standing, you are encouraged to seek advice and follow the procedures detailed in the Student Academic Grievance Policy. All discussions regarding your concerns are bound by a code of professional ethics that demands confidentiality unless you specifically give permission in writing for the information to be shared.

Normally, you will be encouraged to approach the instructor to share your concern. If satisfaction is not achieved as a result of the discussion with the instructor, you are encouraged to carry the concern to the Chair of the Department. The Chair will normally meet with you and the instructor to facilitate a timely resolution to the issue. You may request the presence of an advocate at this stage or at any other stage in the grievance process.

If your concerns are not resolved by these informal processes, the Chair of the Department will ask you to prepare a written statement of the grievance which clearly indicates the outcome you expect, and the appropriate Academic Dean shall try to negotiate the resolution. This step normally moves your concern into the formal grievance processes. At this stage you will want to ensure that you have a complete copy of the Student Academic Grievance Policy.

Students have the right to fair and equitable procedures for resolving matters affecting academic standing. The Student Academic Grievance Policy is available on the College website at www.gprc.ab.ca.

Copyright

Students must obey the Canadian Copyright Act. If you require specific information about copyright, please consult the Library Digital Production Technician or the Library Reference person on duty. GPRC's policy and guidelines for academic use of copyright-protected works may be found on the Library website.

Academic Dishonesty

The College expects intellectual honesty from its students. Intellectual honesty demands that the contribution of others be acknowledged. To do less is to cheat. Intellectual dishonesty undermines the quality of academic activity and accordingly, the College has adopted appropriate penalties for student misconduct with respect to plagiarism and cheating. Penalties are levied according to the degree of the infraction. If you are unsure whether a particular course of action might constitute plagiarism, you are advised to consult with the instructor.

STATEMENT ON PLAGIARISM AND CHEATING:

Cheating and plagiarism will not be tolerated and there will be penalties. For a more precise definition of plagiarism and its consequences, 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.

Plagiarism

Plagiarism means submitting work (words, ideas, images, or data) in a course as if it were their own work done expressly for that particular course when, in fact, it is not. Most commonly, plagiarism exists when:

- the work submitted or presented was done, in whole or in part, by an individual other than the student (this includes having another person impersonate the student or otherwise substitute the work of another for their own in an assignment, examination, or test)
- Parts of a student's work are taken from another source without reference to the original author. This includes ideas, words, and images appearing in print, digital, graphical, internet, audio and video formats
- students submit or present the work in one course which has also been submitted in another course (although it may be completely original with the student) without the prior agreement of the instructor
- Clinical or laboratory reports are falsified or fabricated.

While it is recognized that academic work often involves reference to ideas, data and conclusions of others, intellectual honesty requires that such references be explicitly and clearly noted.

Instructors may choose to use online plagiarism detection services. When students submit a paper, it is understood that they are consenting to such a procedure and that they cannot claim any copyright violation should such paper be uploaded to an online plagiarism detection database.

Cheating

Cheating on tests or examinations includes, but is not limited to, the following:

- dishonest or attempted dishonest conduct such as **speaking to other students or communicating with them under any circumstances whatsoever**

- bringing into the examination room a textbook, notebook, memorandum, other written material or mechanical or electronic device not authorized by the examiner or instructor
- writing an examination, or part of it, outside the confines of the examination room without permission to do so
- consulting any person or materials outside the confines of the examination room without permission to do so
- leaving answer papers exposed to view, or any attempts to read other students' examination papers
- tampering or attempts to tamper with examination scripts, class work, grades and/or class records; the acquisition, attempted acquisition, possession, and/or distribution of examination materials or information not authorized by the instructor
- Impersonation of another student in an examination or other class assignment.
- **Absolutely no examination materials may be removed from the examination room.** All papers, answer forms and examination question sheets must be returned to the instructor. If students leave the examination room for any reason unacceptable to the instructor, they must hand in all examination materials and it will be assumed that the examination is completed.

If students voluntarily and consciously aid another student in the commission of one of these offenses, they are also guilty of misconduct. Any attempt to commit academic misconduct will bear the same consequences as if the act occurred. A student who assists another student in an act or attempted act of misconduct will also be considered to have committed an offense.

Note: The [quizzes/midterm examination] for this course must be taken online with the use of CONNECT Lockdown Browser and CONNECT Monitor exam proctoring software. Students must download Lockdown Browser and CONNECT Monitor will automatically start with [quizzes/examinations] through CONNECT. The proctoring software is a requirement to uphold academic integrity and is necessary to meet accreditation requirements.

Lockdown Browser and CONNECT Monitor requires Windows or Mac desktop, laptop, or iPad platforms. Chromebooks, smart phones, and other tablets are not supported. If you do not have access to a Windows or Mac desktop, laptop, or iPad, you can book a College PC via the GPRC App -> On-campus Reservations.

The collection and use of your personal information is in accordance with the Freedom of Information and Protection of Privacy (FOIP) Act S. 33 (c) which states that *"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, S. 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."*

If you are unable to complete your [quizzes/examinations] using the proctoring software, you may request a college computer for the online testing by contacting the GPRC Testing Centre by telephone at 780-539-2212 to arrange to write your exam.