



DEPARTMENT OF BUSINESS & OFFICE ADMINISTRATION

COURSE OUTLINE –WINTER 2021

BA1010 EC: Business Communications I – 3 (3-1-0) 60 Hours for 15 Weeks

INSTRUCTOR: Breianne Renyk **PHONE:** 780-539-2093
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OFFICE HOURS: By Zoom Appointment Only

CALENDAR DESCRIPTION:

This course focuses on the principles of effective business communication, both written and spoken. Specific topics include improving grammar, spelling, punctuation, sentence structure and word usage, writing a research paper, documenting with APA style, and public speaking. The revision and editing process will be emphasized throughout the course.

PREREQUISITE(S)/COREQUISITE:

None.

REQUIRED TEXT/RESOURCE MATERIALS:

Howard, R. (2018). *Writing matters: A handbook for writing and research* (3rd edition). McGraw-Hill Education. Please note: this is an e-text and also requires Connect access to fulfil the requirements of the course.

WINTER 2021 EC DELIVERY:

This course is delivered remotely in an asynchronous learning environment, though students can expect several due dates for course work. There are no face-to-face or onsite requirements, but please note the exam writing requirements.

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:

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:

Connect Activities	15%
Discussion Responses & Exercises	15%
Final Exam	30%
Presentation	10%
Quizzes	15%
Research Paper	15%
Total	100%

The Registrar's office will post the final exam schedule, slated to take place between April 14 and April 22, 2021. You must be available for this duration of time until notified of your final exam schedule.

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	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:

Available for viewing in myClass.

STUDENT RESPONSIBILITIES:

Students must have a computer with a webcam and a reliable internet connection. Technological support is available through helpdesk@gprc.ab.ca Note: GPRC reserves the right to change the course delivery. There are no lectures or set class time in this section, but students are encouraged to reach out to the instructor using the myClass Discussion Board or through GPRC email. Appointments are available by Zoom appointment. The final exam is required to be proctored. It is your responsibility as a student to check myClass and GPRC email daily and adhere to deadlines set forth for the course.

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 Calendar at <http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at <https://www.gprc.ab.ca/about/administration/policies>

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

Additional Information:

Late assignments: Assignments submitted after the deadline will have a 10% per-day late penalty applied to the assignment grade to a maximum of 3 days. If you believe that you have a legitimate reason for handing in an assignment, please contact the instructor beforehand. Rewrites will be not be provided on missed quizzes or the final exam.

Electronics: Recording or taking photos in class at any time is prohibited unless explicit and advance permission is obtained in writing from the instructor.

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

Lockdown Browser and Respondus 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.

You can learn more about Respondus Lockdown Browser and Respondus Monitor here: <https://web.respondus.com/lockdownbrowser-student-video/>. It is important to note that the software recordings are automated systems and are designed to be less intrusive than in-person proctors. The software is only running while you are signed in during your exam. The exam administrators only review the recordings after the exam is submitted and only if it was flagged due to suspicious activity.

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 alternative accommodations to the online testing by contacting your instructor and the GPRC Testing Centre by telephone at 780-539-2212 to arrange to write your exam. Students must book their [quizzes/examinations] no less than 2-weeks in advance of the test date and students are choosing to write the [quizzes/examination] in the GPRC Testing Centre are responsible for the \$30 sitting fee.