

GRANDE PRAIRIE REGIONAL COLLEGE
BUSINESS ADMINISTRATION
COURSE OUTLINE

1983-84

BA 101 - BASIC COMPOSITION

- TEXT:**
1. The Practical Stylist; Sheridan Baker; 5th Edition
 2. The Business Writer's Handbook, Charles Brusaw, et al
 3. A good Dictionary (Random House)
 4. Supplementary Readings: About five booklets of supplementary readings are on reserve at the circulation desk in the Learning Resource Centre (LRC). See the attached Reading List.
- PREREQUISITE:** Nil.
- COURSE DESCRIPTION:** Analytical processes (comparison-contrast, cause-effect, definition) in written communication. Researching skills. Grammar, spelling and punctuation.
- COURSE OBJECTIVES:**
1. Improvement in the techniques of writing.
 2. Development of an understanding of Standard English Grammar, Spelling, and Punctuation.
 3. Familiarization of students with proper paragraph and composition characteristics.
 4. Fundamentals of research.
- COURSE CONTENT:** Thesis sentences, paragraphing, invention, researching techniques, essay writing, grammar, spelling, punctuation.

BA 101
READING LIST

- "An Amish Wedding," John Hostetler, pp. 156-158.
- "Who Killed the Bog Men of Denmark? And Why?,"
Maurice Shadbolt, pp. 184-187.
- "From Song to Sound: Bing and Elvis," Russell Baker,
pp. 223-225.
- "Plextime: Work When You Want To," Barry Stein, Allen
Cohen, Herman Gadon, pp. 254-260.
- "Faces in the Crowd," Time magazine, pp. 262-264.
- "The Job-Enrichment Mistake," Samual Horman,
pp. 261-265.
- "Careers: When Women Will be Superior to Men," Clare
Boothe Luce, pp. 267-272.
- "Beyond the Sexual Revolution," Bob Greene,
pp. 277-279.
- "Reports, Inferences, Judgements," S.I. Hayakawa,
pp. 278-283.
- "The Environment of Language," Norman Cousins,
pp. 297-299.
- "New Superstitions for Old," Margaret Mead, pp. 307-310.
- "Is Language Sexist? One Small Step for Genkind," Casey
Miller and Kate Swift, pp. 311-318.
- "The Case Against Man," Isaac Asimov, pp. 347-352.
- "An Ugly New Footprint in the Sand," A.B.C. Whipple,
pp. 356-359.

ATTENDANCE:

Attendance in class is mandatory. If you have three (3) or more unexcused absences, you will be dropped automatically from the course. Attendance records will be carefully kept.

PLAGIARISM:

The following is the Department of Administrative Studies' policy for plagiarism:

"Plagiarism is the taking of ideas and exact words of another and the offering of them as one's own. Plagiarism specifically consists of copying verbatim from a book, magazine, etc.; using someone else's ideas (theory, interpretation, etc.); handing in a paper written by someone else.

Plagiarism is a deceitful practice which is unbecoming of any professional business person. And it is not to be tolerated.

The Department of Administrative Studies is concerned about plagiarism within our program. As instructors we encourage students to use resources whether primary or secondary to support or refute positions they may take. If resources are used, if ideas are borrowed, if someone's exact words are used, the students should document their sources.

If an instructor suspects a student of plagiarism, he or she may:

1. wish to discuss the situation with the student
2. try to find the original source

If an instructor accuses a student of plagiarism, he or she may assign:

1. a "0" for the assignment
2. a "0" for the course

If a student accused of plagiarism wishes to contest the charge he/she should

1. discuss the problem with the instructor
2. discuss the situation with the Chairman of the department
3. appeal to the Executive Committee of Academic Council.