



- To recognize the importance of careful preparation and planning in all forms of employment communications and to demonstrate the use of a professional approach in a job competition.
- To demonstrate the use of persuasive communication techniques in both oral & written formats.
- To effectively present an analysis of a situation using a formal report format.
- To recognize the key components of graphic design and to demonstrate basic layout and visual conventions appropriate to a business environment.

**LEARNING OUTCOMES:**

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

- Demonstrate good business writing skills in the production of letters, memos, reports, instant messages, resumes, and cover letters
- Research, plan, compose, edit, and document formal reports, business letters, emails, texts, and graphic design publications
- Demonstrate competence in the application of business meeting skills

**TRANSFERABILITY:**

Athabasca University	Burman University
Concordia University of Edmonton	King’s University
MacEwan University	Southern Alberta Institute of Technology
University of Alberta	University of Lethbridge
University of Calgary	Bow Valley College

**\*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.transferalberta.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:**

Connect – Quizzes	10%	Business Letter: Persuasive	5%
Graphic Design Project	5%	Formal Report	15%
Meetings Project	5%	Business Conference Memo (Mar 19)	5%
Business Letter: Routine	5%	Employment Package	15%
Business Letter: Negative	5%	Final Exam	30%

**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:**

This timeline is approximate and may be changed by the instructor.

<u>Week of</u>	<u>Week(s)</u>	<u>Topic</u>	<u>Required Reading</u>
Jan 6	Week 1	Outline	<b>Chapter 6</b> -Working and Writing in teams
Jan 13	Week 2	Teamwork	<b>Chapter 6</b> -Working and Writing in teams
Jan 20	Week 3	Business Meetings	Handouts
Jan 27	Week 4	Graphic Design	<b>Chapter 4</b> - Designing documents, slides, and screens Handouts
Feb 3	Week 5	Graphic Design	Handouts
Feb 10	Week 6	Graphic Design / Business Reports	<b>Chapter 4 &amp; Chapter 10</b>
Feb 17	Week 7	Business Reports	<b>Chapter 10</b> - Planning, Researching & Documenting Reports

Feb 24	Week 8	<b>Family Day and Winter Break</b>	
Mar 2	Week 9	Business Reports	<b>Chapter 11</b> – Writing Proposals & Reports
Mar 9	Week 10	Employment Package	<b>Chapter 13</b> – Resumes & Cover Letters
Mar 16	Week 11	Employment Package	<b>Chapter 13</b> – Resumes & Cover Letters
Mar 23	Week 12	Employment Package Business Conference (Mar 19)	<b>Chapter 13</b> – Resumes & Cover Letters
Mar 30	Week 13	Business Messages	<b>Chapter 7</b> – Routine Messages
Apr 6	Week 14	Negative Messages	<b>Chapter 8</b> – Negative Messages
Apr 10	Week 15	Persuasive & Sales Messages	<b>Chapter 9</b> – Persuasive & Sales Messages

### STUDENT RESPONSIBILITIES:

All assignments must be submitted in Moodle using MS Office or similar software (instructor approved):

- Assignments are due in Moodle on the dates set by the instructor. Late assignments will have a 10% per day late penalty applied up to 4 calendar days. On day 5 a grade of zero will be assigned.
- In the event that you miss a class, it is your responsibility to acquire the material missed and to complete assigned readings, in-class work and assigned homework.
- Students are expected to attend lectures and complete problems. Grande Prairie Regional College Calendar Academic Regulations indicate that; “You may be **refused permission to write a final examination** in a course on the advice of the instructor concerned. This usually happens when absences are excessive (more than 6) or if significant parts of required assignments or lab work are not completed.” Note that repeated lateness will be viewed as a class absence.
- **Cell Phones:**
  - The use of cell phones during class time is unprofessional and distracting to the instructor and fellow students. Texting and/or talking on your cell during class is therefore strictly prohibited. Cell phones must be either turned off or set to *silent mode and placed out of site*.
- **Recording:**
  - Recording lectures or taking photos in class is prohibited unless advance permission is obtained from the instructor and any guest presenter(s). In the event permission is granted, such recordings may only be used for individual study, and may not be reproduced, transferred, distributed or displayed in any public manner.

**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 <http://www.gprc.ab.ca/about/administration/policies/>

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

**\*\*In order to receive credit for BA 1020, you must achieve a 50 percent (50%) on the final examination, and a course composite grade of at least D (50%).** You are strongly encouraged to complete all assignments and quizzes. Students will receive a zero (0) for any missed assignments, quizzes and exams if not completed by the assigned deadline or in attendance.