

**GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION
COURSE OUTLINE**

CA2040 - COMMUNICATIONS

TEXT:

Smith, Grisolia, Smith. Communication and English for Careers.
Canadian Edition, Prentice-Hall: Scarborough, ON, 1995.

A Good Dictionary - Random House

The Gregg Reference Manual, McGraw-Hill

PREREQUISITE:

English 30

**COURSE
DESCRIPTION:**

Examines business communications such as grammar, listening, letters, memos, reports, and oral presentations. Spelling and punctuation will be included.

**COURSE
OBJECTIVES:**

Upon completion of this course, you will be able to:

1. understand basic grammar principles and apply them to various writing situations
2. improve your ability for active listening
3. understand the communication process
4. understand the barriers to effective communication
5. determine the appropriate letter format for a letter/memo writing situation
7. write effective letters and memos, correctly formatted according to accepted word-processing practices
8. prepare, organize and develop a short report
9. make effective oral presentations

GRADING:

The final grade will be determined on the following activities:

Grammar Tests	25%
Short Report	10%
Letters/Memos	15%
Oral Presentations	15%
Mid-term	10%
Final	<u>25%</u>
	100%

**COURSE
POLICY:**

1. Attendance is encouraged; attendance will be taken at each class. If you must miss class, have a classmate get handouts and inform you of assignments.
2. Assignments are due on the dates set by the instructor. Assignments may be handed in early, but only in exceptional circumstances may assignments be handed in late.
3. If you miss an in-class or homework assignment, you receive a zero (0) for that assignment.
4. Plagiarism will not be tolerated.
5. All assignments must be typed.
6. All major assignments must be completed in order to complete this course.