

GRANDE PRAIRIE REGIONAL COLLEGE
DEPARTMENT OF ARTS, EDUCATION, AND COMMERCE
COURSE OUTLINE

MG 3000 BUSINESS COMMUNICATIONS II (GPRC Designation)

(A.K.A. ADMN 233 WRITING IN ORGANIZATIONS
- Athabasca University Designation)

FALL 1995 3(3-0)

INSTRUCTOR: Catherine Van Brunschot

TELEPHONE: 539-2788

OFFICE: C428

CONSULTATION HOURS: Monday, Tuesday, Thursday from 3:00 to 4:00 PM, or by appointment.

REQUIRED TEXTS:

1. Maki, Peggy, and Carol Schilling. Writing in Organizations: Purposes, Strategies, and Processes. Toronto: McGraw-Hill, 1987.
2. Leggett, Glenn H., C. David Mead, and Melinda G. Kramer. Prentice Hall Handbook for Writers. 11th ed. Englewood Cliffs, N.J.: Prentice-Hall, 1991.
3. A college-level dictionary of your choice.

TEXT USAGE: Writing in Organizations will be used extensively for each topic in the course. Virtually all chapters in this text will be assigned readings. In the Handbook for Writers, sections 44-46 will be assigned readings; sections 8, 20-23, 32, and 42 will form the basis of student assignments; the remaining sections will serve as a reference for students. The dictionary also serves as a reference book for students to use for assistance on writing assignments.

PREREQUISITE: Students must have successfully completed the writing competency test, an approved English course, or have permission of the course instructor.

COURSE DESCRIPTION: MG 3000 provides senior students with an opportunity to refine their written and oral communication skills in preparation for their transition into the workplace. Writing is viewed as a problem-solving process, whereby a document is used to analyze situations, to make decisions, and to inform others of those decisions. Specific topics in the course include communications theory, strategies for effective problem-solving, elements of the writing process, business correspondence, procedural documents, proposals, conducting research, report-writing, and making oral presentations.

- COURSE OBJECTIVES:**
1. To understand and apply the techniques for composing specific forms of business correspondence and procedural documents that meet the needs of both the sender and the target audience.
 2. To identify and investigate an organizational problem, and to effectively address that problem in both a written and oral proposal.
 3. To develop effective research skills, and plan, compose, and document a formal research paper.
 4. To refine oral presentation skills in both formal and informal contexts.

COURSE FORMAT: MG 3000 consists of three hours of instruction weekly. The classwork will include lectures, class discussions, small group work, individual exercises, and student presentations.

GRADING: Grande Prairie Regional College uses the following nine-point grading scale:

90-100%	9
80-89%	8
72-79%	7
65-71%	6
57-64%	5
50-56%	4
45-49%	3
26-44%	2
0-25%	1

ASSIGNMENTS: The following tests and assignments will determine your final grade:

1.	Quiz	5%
2.	Business correspondence	10%
3.	Student presentations	10%
4.	Instructions	5%
5.	Proposal	
	-Memo and Workplan	5%
	-Progress report	5%
	-Oral presentation	10%
	-Final report	10%
6.	Research Paper	
	-Library search/Documentation	5%
	-Outline	Credit
	-Final report	15%
7.	Final exam	20%

You will receive an assignment booklet containing guidelines, instructions, and due dates for each of these assignments at the beginning of the course.

Assignments are due at the beginning of class on the specified date. Unauthorized late assignments, if accepted, will have a 50% late penalty applied to the grade.

In addition to the graded course assignments, you will be expected to complete various reading and writing assignments outside of class time.

ATTENDANCE: Because your participation is important to the success of the course, you are expected to attend ALL classes. You are responsible for obtaining any notes or handouts you may have missed due to an absence.

CLASS SCHEDULE

<u>WEEK</u>	<u>TOPIC</u>	<u>READINGS</u>	<u>DUE</u>
1 (Sept. 7)	Introduction		
2 (Sept. 11,13,15)	Communication process/ Problem-solving/PRO	Naki: Ch. 1,2,3	
3 (Sept. 18,20,22)	Public speaking/Visual aids/ Revising/Editing/Document design	Naki: Ch. 4,5 Handouts	Pairs Pres'n #1 - Sept. 22
4 (Sept. 25,27,29)	Writing Correspondence	Naki: Ch. 6,7	Quiz - Sept. 25 Pairs #2 -Sept. 29
5 (Oct. 2,4,6)	Correspondence/Primary research Interviewing/Investigating	Naki: Ch. 8,13,9	Memo/workplan-Oct. 4 Pairs #3 - Oct. 6
6 (Oct. 11,13)	Writing Instructions/Directives	Naki: Ch. 9,10,11	Correspondence-Oct.11 Pairs #4 - Oct. 13
7 (Oct. 16,18,20)	Writing Proposals/Reports	Naki: Ch. 12,13,14	Instructions - Oct. 18 Pairs #5 - Oct. 20
8 (Oct. 23,25,27)	Making Presentations	Handouts	Progress report-Oct. 25 Pairs #6 - Oct. 27
9 (Oct. 30/Nov. 1,3)	Oral Presentations		Oral presentations - TBA
10 (Nov. 6,8,10)	Library Search/Documentation	Handbk: Sec. 44	Proposal - Nov. 10
11 (Nov. 13,15,17)	Documentation/Outlines	Handbk: Sec. 46 Handouts	
12 (Nov. 20,22,24)	Writing a Research Paper	Handbk: Sec. 45	Library Search - Nov. 20
13 (Nov. 27,29/Dec. 1)	Special topics		Outline - Nov. 27
14 (Dec. 4,6)	Special topics/review		Research Paper - Dec. 6
Final Exams (Dec. 11-19)			Final exam - TBA