



**Grande Prairie Regional College
Administrative Technology
Course Outline**

OA1030B2 – Business Communications I (3) (5-0-0)

INSTRUCTOR: Cara Leaf
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Office Phone: 539 – 2005
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PREREQUISITE: None

TEXTBOOKS: Smith, Leila R., English for Careers, Eighth Edition, New Jersey: Prentice Hall, 1999, and the Student Prep Book.

Sabin, William A., et. al. The Greg Reference Manual. Fifth Canadian Edition, Toronto: McGrawHill Ryerson, 1999. (Optional)

Random House Webster Dictionary

COURSE DESCRIPTION: This course will help you develop editing, proofreading, and writing skills for effective business communications. Topics covered include: dictionary use and understanding words, spelling and vocabulary development, grammar, sentence punctuation, and numbers.

Upon completing this course you will write and speak according to Standard English usage including principles of word choice, spelling, sentence construction, grammar, punctuation, and pronunciation. You will be able to communicate in Standard English a style that contributes to success and advancement in careers requiring excellent communication skills

DELIVERY MODE:

Lecture/Lab

GRADING: Daily attendance is essential! Most concepts are covered in class time, however not all assignments can be completed in class. Students are

responsible for completing assignments outside of class time when necessary. If you are ill, please have a classmate inform you of the work covered that day. More than 3 missed classes may result in a recommendation of “Debarred from Exam.” (See College calendar, pg 35)

Assignments and tests missed will be recorded as zero. Assignments are due on the dates set by the instructor. No late assignments or rewrites of exams are allowed.

Assignments – 20%

Quizzes & Tests – 30%

- Will consists of unit and topic tests

Midterm -- 15%

Final Exam – 30%

Job Success Skills – 5%

- The students will demonstrate job success skills through:
 - Regular attendance and punctuality
 - Timely completion of work
 - Maintaining a high standard of work
 - Ability to work both independently and collaboratively
 - Participation in class

The following scale will be used.

Alpha Grade	Percentage Conversion	Instructors submit grades to the Registrar’s office, which then converts them to a 4-point scale.
A+	90-100	
A	85-89	
A-	80-84	
B+	76-79	
B	73-75	
B-	70-72	
C+	67-69	
C	64-66	
C-	60-63	
D+	55-59	
D	50-54	
F	0-9	

PLAGIARISM:

The penalty for plagiarism is SEVERE! It can consist of EXPULSION from the program and the institution or receiving a grade of one in the course. DO NOT DO IT!