



DEPARTMENT OF OFFICE ADMINISTRATION

COURSE OUTLINE – FALL 2014

OA1030 BUSINESS COMMUNICATIONS - 3(5-0-0) 75 HOURS

INSTRUCTOR: Zonya Sabourin **PHONE:** 780-723-5206
OFFICE: Edson Provincial **E-MAIL:** zsabourin@gprc.ab.ca
Building
Monday, Wednesday, Friday: 11:30 a.m. to 12:50 p.m. OR by
OFFICE HOURS: appointment.

PREREQUISITE(S)/COREQUISITE: None.

REQUIRED TEXT/RESOURCE MATERIALS:

Smith, Leila R., Moore, Roberta: *English for Careers*, 11th Edition, Upper Saddle River, New Jersey, Prentice Hall 1999. Any Canadian Edition Dictionary: 2009 to current publication date. Sabin, Millar, Strashok, and Gardner: *The Gregg Reference Manual*, 9th Canadian Edition.

CALENDAR DESCRIPTION: The course will help you develop editing, proofreading, spelling, and written skills for effective business communication. Topics include dictionary use, understanding words, spelling, vocabulary development, grammar, sentence structure, punctuation, and number usage.

CREDIT/CONTACT HOURS: 3 credit/75 hours

DELIVERY MODE(S): Classroom lectures, computer lab work, group participation, and research. Students will be expected to complete assignments on time, and write chapter quizzes, a Mid-Term Exam and a Final Exam, and submit a weekly Journal.

OBJECTIVES (OPTIONAL): Upon completion of the course, the student will be able to write and speak according to Standard English usage, which includes the principles of word choice, spelling, sentence structure, grammar, punctuation, and pronunciation. The student will be able to communicate in a Standard English style that contributes to success and advancement in careers requiring excellent communication skills.

TRANSFERABILITY:

**** 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:

Assignments: textbook and instructor created:	10%
Quizzes:	20%
Mid-Term Exam:	25%
Final Exam:	35%
Journals:	5%
Job Success Skills:	5%

The student will demonstrate job success skills by achieving:

- **Regular attendance and punctuality.**
- **Meeting deadlines and due dates of all assignments.**
- **Maintaining a high standard of work.**
- **Demonstrating the ability to work both independently and collaboratively.**
- **Participating in class and within groups.**

Social networking and cell phone use during class are not examples of good job success skills and could result in a loss of marks for each occurrence.

GRADING CRITERIA:

GRANDE PRAIRIE REGIONAL COLLEGE			
GRADING CONVERSION CHART			
Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation
A⁺	4.0	90 – 100	EXCELLENT
A	4.0	85 – 89	
A⁻	3.7	80 – 84	FIRST CLASS STANDING
B⁺	3.3	77 – 79	
B	3.0	73 – 76	GOOD
B⁻	2.7	70 – 72	
C⁺	2.3	67 – 69	SATISFACTORY
C	2.0	63 – 66	
C⁻	1.7	60 – 62	
D⁺	1.3	55 – 59	MINIMAL PASS
D	1.0	50 – 54	
F	0.0	0 – 49	FAIL
WF	0.0	0	FAIL, withdrawal after the deadline

STUDENT RESPONSIBILITIES: Daily attendance is essential! You are responsible for completing assignments outside of class time when necessary. If you are ill or experience a family emergency, you are required to phone your site administrator OR email the instructor to inform of this absence. Choose a “study buddy” and have that person inform you of the work covered that day. You will reciprocate this favor. Please note that more than three (3) missed classes may result in a recommendation that you be “disbarred” from an exam. **(Refer to the College Calendar for information on this.)**

LATE ASSIGNMENTS/MISSED QUIZZES OR EXAMS: Assignments are to be submitted on the due date, and will not be accepted late unless prior arrangements have been made with the instructor. It is the student's responsibility to keep track of deadlines. If you have a valid reason for being late, you must meet with the instructor to make arrangements for an alternate date. There is no allowance for missed assignments: you will receive a 0 (zero). Quizzes and exams will be written on the specified date. If, for any reason you are unable to write a quiz or an exam on that day, you must make alternate arrangements with the instructor. Quizzes and exams WILL NOT be emailed to you to complete from home. All work must be completed in order to achieve a passing mark (at least 65%) in this course.

RETURNING OF ASSIGNMENTS: Marked assignments, quizzes, and exams will be returned to you on a timely basis via email. REMEMBER: all assignments are excellent sources of study material for Mid-Terms and Finals.

STATEMENT ON PLAGIARISM AND CHEATING:

Refer to the College Policy on Student Misconduct: Plagiarism and Cheating at https://www.gprc.ab.ca/files/forms_documents/Student_Misconduct.pdf

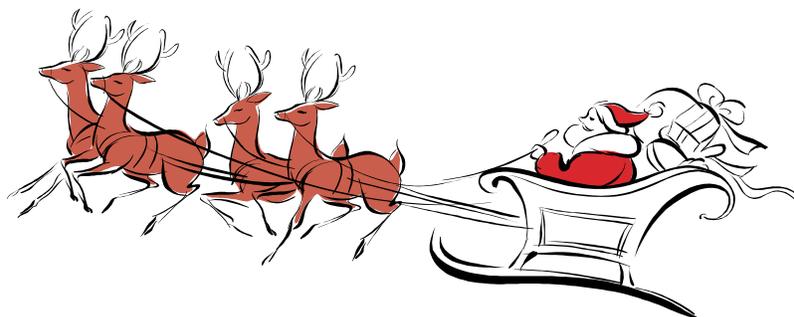
**Note: all Academic and Administrative policies are available at <https://www.gprc.ab.ca/about/administration/policies/>

COURSE SCHEDULE/TENTATIVE TIMELINE:

NOTE: Lectures, assignments, and due dates are subject to change, depending on completion of the designated chapter.

DATE/DAY:	ACTIVITY:	DUE DATES TIMELINE:
September 5	Introductions and Ice Breaker Game. Review Course Outline. Explain the Journal assignment and spelling tests. CLASS DISCUSSION: Listening Actively handout. Issue grammar pre-test.	Listening Skills Assignment: for student reference only. Grammar Pre-test: DUE September 8.
WEEK 1: Sept. 8, 10, 12	CHAPTER 1: References and Resources: Lecture, discussion, assignment TBA	Journal DUE: Sept. 12 QUIZ: CHAPTER 1: Sept. 12
WEEK 2: Sept. 15, 17, 19	CHAPTER 2: The Parts of Speech: Lecture, discussion, handouts, assignments (2) TBA	Journal DUE: Sept. 19 QUIZ: CHAPTER 2: Sept. 19
WEEK 3: Sept. 22, 24, 26	CHAPTER 3: Sentence Fundamentals: Lecture, discussion, assignment TBA	Journal DUE: Sept. 26 QUIZ: CHAPTER 3: Sept. 26
WEEK 4: Sept, 29, Oct. 1, 3	CHAPTER 4: Nouns: Forming Plurals: Lecture, discussion, handouts, assignment TBA	Journal DUE: Oct. 3 QUIZ: CHAPTER 4: Oct. 3
WEEK 5: Oct. 6, 8, 10	CHAPTER 5: Nouns: Forming Possessives: Lecture, discussion, handouts, assignment TBA	Journal DUE: Oct. 10 QUIZ: CHAPTER 5: Oct. 10
OCTOBER 13	THANKSGIVING DAY STAT	NO CLASSES
WEEK 6: Oct. 15, 17	CHAPTER 6: Pronouns: Types and Uses: Lecture, discussion, handouts, assignment TBA. NOTE: If necessary, we will continue this chapter on Oct. 20 in order to cover all the material.	Journal DUE: Oct. 17 QUIZ: CHAPTER 6: TBA
WEEK 7: Oct. 20, 22, 24	CHAPTER 6: Complete if necessary CHAPTER 7: Pronouns: Agreement and Writing Principles: Lecture, discussion, handouts, assignment.	Journal DUE: Oct. 24 QUIZ: CHAPTER 7: TBA
WEEK 8: Oct. 27, 29, 31	CHAPTER 7: Complete if necessary CHAPTER 8: Verbs: Types, Tenses, and Forms: Lecture, discussion, handouts, assignment.	Journal DUE: Oct. 31 QUIZ: CHAPTER 8: TBA
WEEK 9: Nov. 3, 5	CHAPTER 8: Complete this chapter and write the quiz. Review for Mid-Term Exam.	NO JOURNAL THIS WEEK! QUIZ: CHAPTER 8: Nov. 5 (tentative)
NOVEMBER 7	OA1030 MID-TERM EXAM: 11:30 a.m. – 1:30 p.m. Chapters 1 through 8 inclusive.	OA1030 MID-TERM EXAM NOVEMBER 7, 2014
	FALL BREAK: NOV. 10 & 11, 2014	
WEEK 10: Nov. 12, 14	CHAPTER 9: Subject-Verb Agreement: Lecture, discussion, handouts, assignment.	Journal DUE: Nov. 14 Assignment: TBA QUIZ: CHAPTER 9: TBA

WEEK 11: Nov. 17, 19, 21	CHAPTER 9: continue and finish CHAPTER 10: Adjectives and Adverbs: Lecture, discussion, handouts.	Journal DUE: Nov. 21 Assignment: TBA QUIZ: CHAPTER 10: TBA
WEEK 12: Nov. 24, 26, 28	CHAPTER 11: Punctuation: The Comma: Lecture and discussion. CHAPTER 12: Punctuation: The Semicolon, Colon, and Other Marks: Lecture and discussion.	Journal DUE: Nov. 28 Assignments and quizzes for chapters 11 and 12: TBA
WEEK 13: Dec. 1, 3, 5	Continuation of chapters 11 and 12. CHAPTER 15: Capitalization and Numbers Only: Lecture and discussion.	Journal DUE: Dec. 5. <u>NOTE: This will be the final Journal entry.</u> Assignment and quiz for chapter 15: TBA
WEEK 14: Dec. 8, 10, 12	These classes will be spent finalizing all assignments and quizzes and conducting a review for the OA1030 Final Exam.	
December 15	OA1030 FINAL EXAM: 11:30 a.m. to 1:30 p.m. Chapters 9 through 15 inclusive.	OA1030 FINAL EXAM: DECEMBER 15, 2014



Have a safe and happy Holiday Season!