



Grande Prairie Regional College

School of Health, Wellness, and Career Studies

DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION

COURSE OUTLINE – FALL 2015

OA1030 Business Communications I 3(4.5-0-0) 67.5 Hours

INSTRUCTOR: Zonya Sabourin

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OFFICE HOURS: Monday, Wednesday, Friday: 11:30 a.m. – 12:50 p.m. OR
Anytime by appointment.

PREREQUISITE(S): None

REQUIRED TEXT/RESOURCE MATERIALS:

Smith, Leila R., Moore, Roberta: *English for Careers*, 11th Edition, Upper Saddle River, New Jersey, Prentice Hall 1999. Sabin, Millar, Strashok, and Gardner: *The Gregg Reference Manual*, 9th Canadian Edition. Any Canadian Edition Dictionary: 2010 to current publication date.

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.

COURSE OBJECTIVES: The primary objective of OA1030 is to enable students to 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.

LEARNING OBJECTIVES: Upon completion of OA1030, students will achieve the skills to define the different parts of speech and use them appropriately in sentence structure. Students will also correctly apply grammar mechanics, sentence structure, and punctuation when composing business documents.

DELIVERY MODE(S): Classroom lectures, computer lab work, completing assignments, submitting a weekly Journal, and writing quizzes, a Mid-Term and Final Exam.

CREDIT/CONTACT HOURS: 3 credits/67.5 contact hours

EVALUATIONS:

Assignments: textbook and instructor-created:	10%
Quizzes:	20%
Mid-Term Exam:	25%
Final Exam:	35%
Journal:	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 independently and collaboratively**
- **Participating in class and within assigned groups**
- **Limiting the use of personal electronic equipment while in class**

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:

Refer to the College Policy on Student Rights and Responsibilities at

www.gprc.ab.ca/d/STUDENTRIGHTSRESPONSIBILITIES

STATEMENT ON PLAGIARISM AND CHEATING:

Refer to the College Student Misconduct: Academic and Non-Academic Policy at

www.gprc.ab.ca/d/STUDENTMISCONDUCT

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

UNIVERSITY TRANSFER (If applicable):

**** 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.**

Please refer to the Alberta Transfer guide for current transfer agreements:
www.transferalberta.ca

COURSE SCHEDULE/TENTATIVE TIMELINE:

NOTE: Lectures, assignments, and due dates will be announced depending on the completion of the designated chapter.

DATE/DAY:	ACTIVITY:	DUE DATES TIMELINE:
September 2	Introductions. Review Course Outline. Explain the Journal assignment and issue due dates hand-out.	First Journal Assignment DUE: Sept. 4: Note this is a Special Assignment.
Sept. 4, 9, 11	CHAPTER 1: References and Resources: Lecture, discussion, assignment TBA	Journal DUE: Sept. 11 QUIZ: CHAPTER 1: TBA
Sept. 14, 16, 18	CHAPTER 2: The Parts of Speech: Lecture, discussion, handouts, assignments TBA	Journal DUE: Sept. 18 QUIZ: CHAPTER 2: TBA
Sept. 21, 23, 25	CHAPTER 3: Sentence Fundamentals: Lecture, discussion, assignment TBA	Special Assignment: Journal DUE: Sept. 25 QUIZ: CHAPTER 3: TBA
Sept. 28, 30, Oct. 2	CHAPTER 4: Nouns: Forming Plurals: Lecture, discussion, handouts, assignment TBA	Journal DUE: Oct. 2 QUIZ: CHAPTER 4: TBA
Oct. 5, 7, 9	CHAPTER 5: Nouns: Forming Possessives: Lecture, discussion, handouts, assignment TBA	Journal DUE: Oct. 9 QUIZ: CHAPTER 5: TBA
OCTOBER 12	THANKSGIVING DAY STAT	NO CLASSES
Oct. 14, 16	CHAPTER 6: Pronouns: Types and Uses: Lecture, discussion, handouts, assignment TBA. NOTE: If necessary, we will continue this chapter on Oct. 19 in order to cover all the material.	Journal DUE: Oct. 16
Oct. 19, 21, 23	CHAPTER 6: Complete if necessary CHAPTER 7: Pronouns: Agreement and Writing Principles: Lecture, discussion, handouts, assignment.	Special Assignment Journal DUE: Oct. 23 QUIZ: CHAPTER 6: TBA
Oct. 26, 28, 30	CHAPTER 7: Complete if necessary CHAPTER 8: Verbs: Types, Tenses, and Forms: Lecture, discussion, handouts, assignment.	Journal DUE: Oct. 30 QUIZ: CHAPTER 7: TBA
Nov. 2 & 4	CHAPTER 8: complete this chapter. Issue quiz and review for Mid-Term.	QUIZ: CHAPTER 8: TBA
FRIDAY, NOVEMBER 6	OA1030 MID-TERM EXAM: 11:30 a.m. – 1:30 p.m. Chapters 1 through 8 inclusive. This Exam is Open Book.	OA1030 MID-TERM EXAM NOVEMBER 6, 2015 NO JOURNAL TODAY!
Nov. 9	CHAPTER 9: Subject-Verb Agreement: begin lecture; issue handouts; discussion.	
	FALL BREAK: NOV. 11, 12, & 13, 2015	NO JOURNAL: Nov. 13
Nov. 16, 18, 20	CHAPTER 9: continue Subject-Verb Agreement: Lecture, discussion, handouts, and assignment.	Journal DUE: Nov. 20 Assignment: TBA QUIZ: CHAPTER 9: TBA

Nov. 23, 25, 27	CHAPTER 10: Adjectives and Adverbs: Lecture, discussion, handouts.	Journal DUE: Nov. 27 Assignment: TBA QUIZ: CHAPTER 10: TBA
Nov. 30; Dec. 2 & 4	CHAPTER 11: Punctuation: The Comma: Lecture and discussion. CHAPTER 12: Punctuation: The Semicolon, Colon, and Other Marks: Lecture and discussion.	Last Journal: Special Assignment DUE: Dec. 4 Assignments and quizzes for chapters 11 and 12: TBA
Dec. 7, 9, 11	CHAPTER 15: Capitalization and Numbers Only: Lecture and discussion. Review for Final Exam.	Assignment and quiz for chapter 15: TBA
WEDNESDAY, DECEMBER 16	OA1030 FINAL EXAM: 11:30 a.m. to 1:30 p.m. <u>TENTATIVE DATE ONLY</u> Chapters 9 through 15 inclusive.	OA1030 FINAL EXAM: DECEMBER 16, 2015

