

GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION
COURSE OUTLINE

OA 103 - BUSINESS COMMUNICATIONS I

TEXT: Basic Business English, Robert E. Barry
Canadian Secretary's Handbook, Collier Macmillan 2nd Edition
A Good Dictionary (Random House)

PREREQUISITE: Nil.

COURSE OBJECTIVES: Develops editing, proofreading, and writing skills necessary for effective business communications through the study of the use of the dictionary and understanding of words; spelling and vocabulary development; grammar; sentence punctuation and numbers.

COURSE OBJECTIVES:

A. The Use of Dictionary and Understanding Words

The student shall be able to:

1. analyze words and determine meaning
2. understand the wealth of information in a dictionary and use it efficiently and effectively
3. select appropriate word/words in communication
4. correctly use the rules of word division.

B. Spelling and Vocabulary Development

The student shall be able to:

1. spell and define words in assigned lists
2. use correctly the rules of capitalization.

C. Sentence Analysis and Correct Use of Grammar

The student shall be able to:

1. identify sentence structures for the purpose of using the correct forms of grammar
2. know the parts of speech and use them correctly in their own writing and in editing and proofreading of material.

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D. Punctuation and Numbers

The student shall be able to:

1. use correctly the rules of punctuation and numbers in writing, editing and proofreading.

ATTENDANCE: Attendance will be taken at each class.

**ASSIGNMENTS/
COURSE WORK:** Assignments and tests missed will be recorded as zero. Make-up assignments and tests are at the discretion of the instructor.

GRADING: The final course grade will be determined by the following scale

Assignments	20%
Quizzes	15%
<u>Chapter Tests</u> (Text)	
1 - 7	10%
8 - 14	10%
15 - 20	10%
21 - 26	10%
Word Lists (spelling)	5%
COURSE FINALS	20%

All grades will be expressed in 9 point system.

To pass this course you need a minimum grade of 4.

<u>TESTS 1 - 4</u>		<u>FINAL</u>	
95 - 100	9	190 - 200	9
89 - 94	8	178 - 189	8
82 - 88	7	164 - 177	7
75 - 81	6	150 - 163	6
68 - 74	5	136 - 149	5
45 - 59	4	120 - 135	4
25 - 44	3	90 - 129	3
0 - 24	1	50 - 89	2
		0 - 49	1