

GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION
COURSE OUTLINE

SEP 1996

D. Johnstone

OA2030M - COMMUNICATIONS

TEXT:

Smith, Grisolia, Smith. Communication and English for Careers. Prentice-Hall: Scarborough, 1995.

Ettinger, Blanche and Perfetto, Edda. Machine Transcription: Language Skills for Information Processing. Paradigm, Eden Prairie, 1992

A Good Dictionary (Random House)

The Gregg Reference Manual, McGraw-Hill Ryerson Limited, 1986.

PREREQUISITE:

English 30 or Good English Skills based on DATS SCORE

COURSE DESCRIPTION:

Reviews the principles of grammar, listening, following directions, proofreading, and punctuation with practice provided by transcribing documents using transcription machines and on-screen editing. Grammar, spelling, and punctuation are emphasized.

COURSE OBJECTIVES:

Upon completion of this course, you will be able to:

1. use correct grammar and punctuation
2. improve your ability for active listening
3. transcribe, format, and proofread a document to mailable copy

GRADING:

The final grade will be determined on the following activities:

Machine Transcription Exercises	10%
Editing Exercises	10%
Machine Transcription and Editing	
Final	25%
Spelling Final	10%
Midterm 1	10%
Midterm 2	10%
Final	<u>25%</u>
	100%

All marks will be expressed in percentages and the final grade will be transferred to the 9-point scale.

**COURSE
POLICY:**

1. Attendance is encouraged; attendance will be taken at each class. If you must miss class, have a classmate get handouts and inform you of assignments.
2. Assignments are due on the dates set by the instructor. Assignments may be handed in early, but only in exceptional circumstances may assignments be handed in late.
3. If you miss an in-class or homework assignment, you receive a zero (0) for that assignment.
4. Plagiarism will not be tolerated.
5. All assignments must be typed.
6. All major assignments must be completed in order to complete this course.