



DEPARTMENT OF OFFICE ADMINISTRATION

COURSE OUTLINE – FALL 2012

OA2040 BUSINESS COMMUNICATIONS II – 3(5-0-0)

M 1:00-2:20 A305 – W 8:30-9:50 A305- TH 11:30-12:50 A305

INSTRUCTOR: Nicole Menzies **PHONE:** 539-2758
OFFICE: C411 **E-MAIL:** NMenzies@gprc.ab.ca

OFFICE HOURS: Tuesday/Thursday 1:00-2:20 and by appointment

PREREQUISITE(S)/COREQUISITE:

None

REQUIRED TEXT/RESOURCE MATERIALS:

Smith, Leila R. & Roberta Moore. *English for Careers: Business, Professional, and Technical*, 10th Edition. Upper Saddle River, New Jersey: Pearson Prentice Hall, 1999.

Random House Webster's Dictionary

CALENDAR DESCRIPTION:

Upon completing this course, students will write and speak according to Standard English usage principles of word choice, spelling, proof reading, sentence construction, grammar, punctuation and pronunciation. This course will examine writing styles such as negative, positive, and persuasive in various business documents.

CREDIT/CONTACT HOURS:

3 credits/ 75 contact hours

DELIVERY MODE(S):

Lecture/Lab

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.

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

EVALUATIONS:

Assignments –	25%
Quizzes & Tests –	30%
Will consists of unit and topic tests	
Midterm --	15%
Final Exam –	25%
Job Success Skills –	5%

The students will demonstrate job success skills through:

- o Regular attendance and punctuality
- o Timely completion of work
- o Maintaining a high standard of work
- o Ability to work both independently and collaboratively
- o Participation in class and within groups

STUDENT RESPONSIBILITIES:

Daily attendance is essential! 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. You are responsible for any material or work that you miss. More than 3 missed classes may result in a recommendation of "Debarred from Exam." (See College Calendar)

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.

Please be sure that your electronic device (cell phone, iPod, etc.) remains in silent mode and away for the duration of the class.

STATEMENT ON PLAGIARISM AND CHEATING:

Refer to the Student Conduct section of the College Admission Guide at

<http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at www.gprc.ab.ca/about/administration/policies/**

**Note: all Academic and Administrative policies are available on the same page.

Tentative Schedule of Topics

Week	Topic	Required Reading
Week 1	Using the Dictionary	CH 1
Week 2	Parts of Speech	CH 2
Week 3	Mastering Nouns	CH 4
Week 4	Mastering Possessives	CH 5
Week 5	Pronouns	CH 6
Week 6	Mastering Verbs	CH 7
Week 7	Adjectives & Adverbs	CH 8
Week 8	Writing Complete Sentences	CH 3
Week 9	MIDTERM	
Week 10	Using Commas Correctly	Ch 9
Week 11	Formats for Letters and Memos	Handouts
Week 12	Informative and Positive Messages	Handouts
Week 13	Negative Messages	Handouts
Week 14	Persuasive Messages	Handouts