

Delivery Mode(s):

Students are expected to participate in the weekly online class lecture. If you are unable to be present online, the session will be recorded for future review. Students will be expected to spend several hours weekly completing online exercises provided by the textbook publisher as well as working on the assigned research paper.

Objectives:

The primary objective of BA1010 is to improve communication skills (writing and speaking) in business settings. Upon successful completion of the course, students should be able to:

- Apply the correct use of grammar, spelling, sentence structure and punctuation in writing;
- Plan, organize, and compose written messages in a variety of formats;
- Research, plan, compose, edit, and document a formal academic paper;
- Research, plan, execute and evaluate an effective oral presentation.

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:

Research Paper 25%	25%
In-class participation	5%
Mid-term exam	15%
Tests/Quizzes	20%
Oral Presentation & Evaluation	15%
Final Exam	20%
Total	100%

Assignments for non-graded credit: A number of learning activities will be assigned on a credit basis. These must be completed and submitted to receive a grade in the course.

Note: In order to pass BA 1010:

1. ALL assignments and non-graded, assigned work must be completed
2. You must achieve a minimum score of 50% on the Final Exam.

Grades will be assigned on the Letter Grading System.

**Business Administration and Commerce Department
Grading Conversion Chart**

Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation
A+	4	90 - 100	EXCELLENT
A	4	85 - 89	
A-	3.7	80 - 84	FIRST CLASS STANDING
B+	3.3	77 - 79	
B	3	73 - 76	GOOD
B-	2.7	70 - 72	
C+	2.3	67 - 69	SATISFACTORY
C	2	63 - 66	
C-	1.7	60 - 62	
D+	1.3	55 - 59	MINIMAL PASS
D	1	50 - 54	
F	0	0 - 49	FAIL

Course Policies:

All assignments must be word-processed or typewritten. It is particularly important to save a copy of any written work handed in for credit or grading. Handwritten assignments will not be accepted. Assignments need to be submitted through Moodle.

Assignments are due on the dates set by the instructor. If there is a valid reason for an extension, it must be requested prior to the due date. Unauthorized late assignments will have a 10%-per-day late penalty applied to the assigned grade.

Regular participation is critical to success in BA 1010. Should a student be unable to attend an online class, it is the student's responsibility to go through the session online.

If a student is unable to complete a scheduled test or quiz, the instructor must be advised before the test/quiz is administered. Voice mail or e-mail notification is fine. The test/quiz will usually then be rescheduled for that student. Failure to notify the instructor of an absence will result in a grade of 0.

Assignments and projects not picked up by students will be held until the end of the first week of the following semester. At that time, any assignments not picked up will be destroyed in a secure manner.

Course Schedule/Timeline:

<u>Week</u>	<u>Topic</u>	<u>Required Reading</u>
Week 1	Course outline, pretest	
Weeks 2 - 4	Words Writing a College Paper	Chapters 1 – 4 & bonus chapter Chapters 22-27
Weeks 5 - 6	Sentences Writing a College Paper	Chapters 5 – 10 Chapters 22 - 27 Midterm Exam
Week 7	Reading Week	
Weeks 8 - 10	Grammar Giving a presentation	Chapters 11 – 16 Materials provided by instructor
Weeks 11 - 13	Punctuation Giving a presentation	Chapters 17 – 21

Please note: The above schedule may be revised at the discretion of the instructor based on class requirements.

Examinations:

Four quizzes and a midterm will be scheduled during the semester and a final exam will be scheduled in April.

Statement on Plagiarism:

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 https://www.gprc.ab.ca/files/forms_documents/20132014_Calendar_Mar_20_2013.pdf

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