

Sept - 3 2000

**GRANDE PRAIRIE REGIONAL COLLEGE
DEPARTMENT OF BUSINESS ADMINISTRATION**

BA 1010

BUSINESS COMMUNICATIONS I

**COURSE OUTLINE
FALL 2000**

INSTRUCTOR: Kamelia Djonova
Office: E 401 Tel: 539-2019
Res. Phone #: 539-0224
E-mail: studio29@telusplanet.net

OFFICE HOURS: Monday & Wednesday 1:30 to 3:00 p.m. E 401 (last station on the left side) or by appointment

COURSE MATERIALS: Norton, S. and Green, B. The Bare Essentials Plus. Toronto: Harcourt Brace, 1997

Boone, L.E., Kurtz, D.L., Block, J.R., Kilgour, E., Kilgour, L. Contemporary Business Communication. Scarborough: Prentice-Hall Canada Inc., 1999

PREREQUISITES: None

**COURSE DESCRIPTION
AND OBJECTIVES:**

The primary objective of this course is to improve communication skills in all areas, i.e., speaking, listening, writing, and reading. To achieve its objective, BA1010 will focus on grammar, writing style, different formats of business messages, planning, research and preparation of a formal research academic paper, and presenting and evaluating a public speech.

COURSE POLICIES:

Attendance & participation: Students are expected to attend all classes. If a student misses a particular class, he or she will be responsible for arranging to obtain any material or assignment that was handed out during that class.

Course Policies:

Understanding that writing is a process, most assignments will involve multiple drafts to enable students to generate accurate, concise, well written material.

Assignments are due on the dates set by the instructor. If you feel you have a valid reason for an extension, please request the extension **prior** to the due date. Unauthorized late assignments will have a 10 % per day late penalty applied to the assignment grade.

Should you not hand in an assignment when it is due, the following procedure should be followed:

- Advise me that your assignment has not been completed and confirm the date you will complete it.
- Deliver the assignment to the cashier's office where it will be placed in my mailbox. Make a copy for your records before handing the assignment in.
- Confirm with me that I have received your assignment.

All assignments must be word-processed or typewritten.

Students are reminded that plagiarism is a serious breach of academic integrity, and evidence of plagiarism bears serious consequences.

Regular attendance is critical for the success of this class. As such, attendance will be taken at every class and will have an impact on your class participation mark. As adult students with other responsibilities, you may encounter situations which prevent you from attending a scheduled class. If you miss a class, it is helpful that you inform me of your absence prior to class. (A message on my voice mail is fine). You will not be penalized for excused absences with a valid excuse.

Friday lab classes are treated as regular classes. Attendance is not optional!

Should you be unable to attend a class, it is your responsibility to acquire the material missed and to complete assigned readings, in-class work, and assigned homework. Missing class does not constitute a valid reason for missed assignments.

If you must miss an exam, advise me **before** the exam is administered. (A message on my voice mail is acceptable notice). You will be given the opportunity to write the exam at a later date...usually within a day or two of the missed exam. An unexcused absence from an exam will result in a grade of 0.

Have a Great Year!

Transferability:

Upon completion of the Business Administration diploma, this course transfers under a block transfer agreement toward a Bachelor of Administration (post diploma degree) with Athabasca University or a Bachelor of Management Degree with the University of Lethbridge. Aboriginal students are able to block-transfer to the University of Lethbridge to complete the Business Enterprises and Self-governing Systems of Indian, Inuit and Metis Peoples (BESS) program.

Course Policies:

Understanding that writing is a process, most writing assignments will involve multiple drafts to enable students to generate accurate, concise, well-written material.

Assignments are due on the dates set by the instructor. If you feel you have a valid reason for an extension, please request the extension prior to the due date. Unauthorized late assignments will have a 10%-per-day late penalty applied to the assignment grade.

Students are reminded that plagiarism is a serious breach of academic integrity, and evidence of plagiarism bears serious consequences. Handing in papers written in previous courses constitutes as plagiarism; therefore, this practice should be avoided.

Should you be unable to attend a class, it is your responsibility to acquire the material missed and to complete assigned readings, in-class work, and assigned homework.

All assignments must be word-processed or typewritten.

Regular attendance is critical for success in BA 1010. As such, attendance will be taken at every class. As adult students with other responsibilities, you may encounter situations which prevent you from attending a scheduled class. If you must miss a class, it is helpful that you inform me of your absence prior to class. (Again, a message on my answering machine is fine.)

If you must miss a quiz, advise me before the quiz is administered. (A message on my answering machine is acceptable notice.) You will then be given the opportunity to write the exam in the Registrar's Office at a date and time convenient for you and Registrar's Office staff – usually within a day or two of the missed exam. An unexcused absence from a quiz will result in a grade of 0.

Should you not hand in an assignment in class when it is due, the following procedures should be followed:

1. Advise me that your assignment has not been completed; confirm the date you will complete it.
2. Deliver the assignment to the cashier's office where it will be placed in my mailbox. Please do not slide the assignment under my door or place it in the hot box on my door. (Make yourself a copy for your files before handing in the assignment.)
3. Confirm with me that I have received the assignment.