



**DEPARTMENT OF OFFICE ADMINISTRATION**

**COURSE OUTLINE – FALL 2012**

**OA1030 A2 BUSINESS COMMUNICATIONS I – 3(5-0-0)**

**M /T/TH 11:30-12:50**

**D208 (M) A305 (T/TH)**

**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*, 10<sup>th</sup> Edition. Upper Saddle River, New Jersey: Pearson Prentice Hall, 1999.

Random House Webster's Dictionary

**CALENDAR DESCRIPTION:**

This course will help you develop editing, proofreading and writing skills for effective business communications. Upon completing this course, you will write and speak according to Standard English usage principles of word choice, spelling, sentence construction, grammar, punctuation and pronunciation. You will communicate with the English style that contributes to advancement in careers requiring excellent communication skills.

**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:**

| <b>GRANDE PRAIRIE REGIONAL COLLEGE</b> |                           |                              |  |
|--|---------------------------|------------------------------|--|
| <b>GRADING CONVERSION CHART</b>        |                           |                              |  |
| <b>Alpha Grade</b>                     | <b>4-point Equivalent</b> | <b>Percentage Guidelines</b> | <b>Designation</b>                         |
| <b>A<sup>+</sup></b>                   | <b>4.0</b>                | <b>90 – 100</b>              | <b>EXCELLENT</b>                           |
| <b>A</b>                               | <b>4.0</b>                | <b>85 – 89</b>               |  |
| <b>A<sup>-</sup></b>                   | <b>3.7</b>                | <b>80 – 84</b>               | <b>FIRST CLASS STANDING</b>                |
| <b>B<sup>+</sup></b>                   | <b>3.3</b>                | <b>77 – 79</b>               |  |
| <b>B</b>                               | <b>3.0</b>                | <b>73 – 76</b>               | <b>GOOD</b>                                |
| <b>B<sup>-</sup></b>                   | <b>2.7</b>                | <b>70 – 72</b>               |  |
| <b>C<sup>+</sup></b>                   | <b>2.3</b>                | <b>67 – 69</b>               | <b>SATISFACTORY</b>                        |
| <b>C</b>                               | <b>2.0</b>                | <b>63 – 66</b>               |  |
| <b>C<sup>-</sup></b>                   | <b>1.7</b>                | <b>60 – 62</b>               |  |
| <b>D<sup>+</sup></b>                   | <b>1.3</b>                | <b>55 – 59</b>               | <b>MINIMAL PASS</b>                        |
| <b>D</b>                               | <b>1.0</b>                | <b>50 – 54</b>               |  |
| <b>F</b>                               | <b>0.0</b>                | <b>0 – 49</b>                | <b>FAIL</b>                                |
| <b>WF</b>                              | <b>0.0</b>                | <b>0</b>                     | <b>FAIL, withdrawal after the deadline</b> |

## EVALUATIONS:

|  |            |
|--|------------|
| <b>Assignments –</b>                                 | <b>25%</b> |
| <b>Quizzes &amp; Tests –</b>                         | <b>40%</b> |
| <u>Will consists of unit tests and topic quizzes</u> |            |
| <b>Midterm --</b>                                    | <b>10%</b> |
| <b>Final Exam –</b>                                  | <b>20%</b> |
| <b>Job Success Skills –</b>                          | <b>5%</b>  |

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/\\*\\*](http://www.gprc.ab.ca/about/administration/policies/**)

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

**COURSE SCHEDULE/TENTATIVE TIMELINE:**

| <b>Week</b> | <b>Topic</b>                             | <b>Reading</b>      |
|-------------|--|---------------------|
| 1           | Using the Dictionary and Parts of Speech | <b>Chapter 1, 2</b> |
| 2           | Mastering Nouns                          | <b>Chapter 4</b>    |
| 3           | Mastering Possessives                    | <b>Chapter 5</b>    |
| 4           | Pronouns                                 | <b>Chapter 6</b>    |
| 5           | Verbs                                    | <b>Chapter 7</b>    |
| 6           | Adverbs and Adjectives                   | <b>Chapter 8</b>    |
| 7           | Writing Complete Sentences               | <b>Chapter 3</b>    |
| 8           | Midterm                                  |                     |
| 9           | Commas                                   | <b>Chapter 9</b>    |
| 10          | Punctuation                              | <b>Chapter 10</b>   |
| 11          | Punctuation                              | <b>Chapter 11</b>   |
| 12          | Polishing Your Writing                   | <b>Chapter 12</b>   |
| 13          | Workplace Communication                  | <b>Chapter 13</b>   |
| 14          | Review                                   |                     |