



Grande Prairie Regional College
School of Health, Wellness & Career Studies
Department of Business & Office Administration

COURSE OUTLINE – Winter 21

OA1030 Business Communications I EC 3(4.5-0-0) 67.5 Hours for 15 weeks

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Office Hours Anytime By Appointment or
email

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.

Prerequisite(s):

None

Required Text/Resource Materials:

Smith, Leila R., *English for Careers*, 11th Edition. Upper Saddle River, New Jersey: Pearson Prentice Hall, 1999.

Random House Webster Dictionary

Winter 2021 DELIVERY: Online Delivery. This course is delivered online. There are no face-to-face or onsite requirements. Students must have a computer with a webcam and reliable internet connection. Technological support is available through helpdesk@gprc.ab.ca.

Credit/Contact Hours:

3 credits/67.5 contact hours

Course Outcomes:

When discussing grammar usage, students will have the skills to define different parts of speech and describe their usage in a sentence.

When composing business documents, students will correctly apply grammar and punctuation mechanics, as well as correct sentence structures.

Learning Objective

The primary objective of OA1030 is to improve communication skills (fundamental grammar skills). Knowing the parts of speech, using them correctly, and understanding how they relate to one another is an important step in creating strong writing skills. Upon successful completion of the course, students should be able to:

- identify the eight parts of speech and understand the function of each part of speech.
- understand different vocabulary terms that will allow them to participate in analyzing grammar usage and sentence structure
- compose complete sentence (simple, compound, and complex)
- correctly spell commonly misspelled words.
- apply Standard English grammar and mechanics to compose or edit text.

TRANSFERABILITY:

Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at the Alberta Transfer Guide main page <http://www.transferalberta.ca>.

** 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

EVALUATIONS:

Chapter Assignments	10%
Quizzes & Tests –	35%
Will consists of chapter and topic tests	
Midterm --	25%
Final Exam –	30%

GRADING CRITERIA:

Please note that most universities will not accept your course for transfer credit **IF** your grade is less than C-.

Alpha Grade	4-point Equivalent	Percentage Guidelines		Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	90-100		C+	2.3	67-69
A	4.0	85-89		C	2.0	63-66
A-	3.7	80-84		C-	1.7	60-62
B+	3.3	77-79		D+	1.3	55-59
B	3.0	73-76		D	1.0	50-54
B-	2.7	70-72		F	0.0	00-49

STUDENT RESPONSIBILITIES:

Students are responsible for completing and submitting assignments, quizzes and tests, before or on the due date/time set by the instructor. You must follow the dates set out in the timeline and in our MyClass course page

Assignments and tests missed will be recorded as zero. No late assignments or rewrites of exams are allowed

STATEMENT ON PLAGIARISM AND STUDENT CONDUCT

Cheating and plagiarism will not be tolerated and there will be penalties. For a more precise definition of plagiarism and its consequences, refer to the Student Conduct section of the College Calendar at <http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at <https://www.gprc.ab.ca/about/administration/policies>

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

Course Schedule/Tentative Timeline:

<u>Week</u>	<u>Topic</u>	<u>Required Reading</u>
Week 1	Introduction to OA 1030	Get to know our Course site – Introduce Yourself Review your course outline Plan your Study Schedule
Week 2	References and Resources	CH 1
Week 3	Parts of Speech	CH 2
Week 4	Mastering Nouns	CH 4
Week 5	Mastering Possessives	CH 5
Week 6	Pronouns	CH 6&7
WEEK 7	WINTER BREAK	
Week 8	Mastering Verbs	CH 8&9
Week 9	Adjectives & Adverbs	CH 10
Week 10	MIDTERM	
Week 11	Sentence Fundamentals	CH 3
Week 12	Using Commas Correctly	CH 11
Week 13	Punctuating Sentences	CH 12
Week 14	Fine Points of Punctuation	CH 14
Week 15	Final EXAM	

There will be a chapter exam following the completion of each chapter.
The final exam will be given on the scheduled day during the last week.