

GRANDE PRAIRIE REGIONAL COLLEGE 1997
OFFICE ADMINISTRATION
COURSE OUTLINE

OA1030B2 BUSINESS COMMUNICATIONS 1

TEXT: Guffey and Burke, Canadian Business English, Scarborough:
Nelson Canada, 1995.
The Gregg Reference Manual, 1995
A Good Dictionary (Random House)

PREREQUISITE: English 30 or 33 or permission of the instructor

COURSE DESCRIPTION: Develop editing, proofreading, and writing skills necessary for effective business communications through the study of the use of the dictionary and understanding of words; spelling and vocabulary development; grammar, sentence punctuation and numbers.

COURSE OBJECTIVES:

A. The Use of Dictionary and Understanding Words

The student will be able to:

1. analyze words and determine meaning,
2. understand the wealth of information in a dictionary and use it efficiently and effectively,
3. select appropriate word/words in communication,
4. correctly use the rules of word division.

B. Spelling and Vocabulary Development

The student will be able to:

1. spell and define words in assigned lists
2. use correctly the rules of capitalization.

C. Sentence Analysis and Correct Use of Grammar

The student will be able to:

1. identify sentence structures for the purpose of using the correct forms of grammar
2. know the parts of speech and use them correctly in their own writing and in editing and proofreading of material.

D. Punctuation and Numbers

The student will be able to:

1. use correctly the rules of punctuation and numbers in writing, editing and proofreading

ATTENDANCE: Regular attendance is encouraged; attendance will be taken at each class. If you must miss a class, please have a classmate pick up the work for you.

**ASSIGNMENTS/
COURSE WORK:** Assignments and tests missed will be recorded as zero.
Assignments missed may, by consultation between the instructor and student, be added to the final exam grade.

GRADING: To pass this course, you need a minimum grade of 4.

Unit Tests	60%
Quizzes	10%
Spelling	5%
Vocabulary	5%
Final	20%
	<u>100%</u>

All grades will be expressed in percentages and the final grade will be converted to the 9-point system.