



DEPARTMENT OF Office Administration  
COURSE OUTLINE – Fall 2013  
OA1030 3(5-0-0) Business Communications I

**Instructor** Cara Leaf

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**Office Hours** MT TH 10:00-11:20  
(or by appointment)

**Prerequisite(s):**

None

**Required Text/Resource Materials:**

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

*Random House Webster Dictionary*

**Description:**

This course will help you develop editing, proofreading, and writing skills for effective business communications. Topics covered include dictionary use and understanding words, spelling and vocabulary development, grammar, sentence punctuation, and numbers.

Upon completing this course you will write and speak according to Standard English usage including principles of word choice, spelling, sentence construction, grammar, punctuation, and pronunciation. You will be able to communicate in Standard English a style that contributes to success and 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:**

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

## **EVALUATIONS:**

<b>Assignments –</b>	<b>15%</b>
<b>Quizzes &amp; Tests –</b>	<b>30%</b>
Will consists of unit and topic tests	
<b>Midterm --</b>	<b>20%</b>
<b>Final Exam –</b>	<b>30%</b>
<b>Job Success Skills–</b>	<b>5%</b>

The students will demonstrate job success skills through:

- Regular attendance and punctuality
- Timely completion of work
- Maintaining a high standard of work
- Ability to work both independently and collaboratively
- 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. 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

## **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:

<u>Week</u>	<u>Topic</u>	<u>Required Reading</u>
Week 1	References and Resources	CH 1
Week 2	Parts of Speech	CH 2
Week 3	Mastering Nouns	CH 4
Week 4	Mastering Possessives	CH 5
Week 5	Pronouns	CH 6&7
Week 6	Mastering Verbs	CH 8&9
Week 7	Adjectives & Adverbs	CH 10
Week 8	MIDTERM	
Week 9	Sentence Fundamentals	CH 3
Week 10	Using Commas Correctly	CH 11
Week 11	Punctuating Sentences	CH 12
Week 12	Fine Points of Punctuation	CH 13
Week 13	Polishing Your Writing	CH 14&15
Week 14	Review for 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 December exam week.