

**Grande Prairie Regional College
Administrative Technology
Course Outline**

OA1030 B2 – BUSINESS COMMUNICATIONS Level I (3) (5-0-0)

- Prerequisites:** None
- Session Details:** M/F 10:00 – 11:20 W – 11:30 – 12:50
- Instructor:** Diane Kinderwater, Office A313A
Phone 539-2783 e-mail dkinderwater@gprc.ab.ca
- Text:** Smith, Leila R., English for Careers, 8th Edition, New Jersey: Prentice Hall, 1999, and Student Prep Book to accompany above
The Greg Reference Manual. Fifth Canadian Edition, Toronto: McGraw Hill Ryerson, 1999. (Optional)
Random House Webster Dictionary
- Delivery Mode:** Lecture/Lab
- Course 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 in a style that contributes to success and advancement in careers requiring excellent communication skills
- Materials Required:** Standard file folders (2) clearly marked with your name and the course number. Notebook. Data disks.
- Course Objective:** Daily attendance is essential! Most concepts are covered in class time, however not all assignments can be completed in class. 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, pg 43)

Assignments and tests missed will be recorded as zero. Assignments are due on the dates set by the instructor. Handing in late assignments, or taking quizzes/tests after the date they have been conducted is not an option.

Grading:

Assignments – 20%

Quizzes & Tests – 30%

- _ Will consists of unit and topic tests

Midterm -- 15%

Final Exam – 30%

Job Success Skills – 5%

The student will demonstrate job success skills through:

- Regular attendance and punctuality
- Timely completion of work
- Maintaining a high standard of work
- Ability to work independently and collaboratively
- Participation in class discussion and projects

The following scale will be used.

Alpha Grade Percentage Conversion

A+ 90-100

A 85-89

A- 80-84

B+ 76-79

B 73-75

B- 70-72

C+ 67-69

C 64-66

C- 60-63

D+ 55-59

D 50-54

F 0-49

Course Policy:

PLAGIARISM: The penalty for plagiarism is SEVERE! It can consist of EXPULSION from the program and the institution or receiving a grade of “F” in the course. DO NOT DO IT!