

**GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION
COURSE OUTLINE**

OA1030 - BUSINESS COMMUNICATIONS 1

INSTRUCTOR:

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TEXT:

Smith, Leila R., English for Careers, 9th Edition, New Jersey: Prentice Hall, 2005, and Student Prep Book.

Random House Webster's Dictionary

Sabin, William A., et. al. The Greg Reference Manual. Fifth Canadian Edition, Toronto: McGrawHill Ryerson, 1999. (This book is optional for this course—but a good reference to have.)

PREREQUISITE:

None

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—a style that contributes to success and advancement in careers requiring excellent communication skills.

COURSE OBJECTIVES:

A. DICTIONARY USE AND UNDERSTANDING WORDS:

1. Analyze words and determine meaning.
2. Understand the wealth of information in a dictionary and use it effectively and efficiently.
3. Select appropriate word/words in communication.
4. Correctly use the rules of word division.

B. SPELLING AND VOCABULARY DEVELOPMENT

1. Spell and define words.
2. Correctly use the rules of capitalization.

C. SENTENCE ANALYSIS AND CORRECT USE OF GRAMMAR:

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

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

GRADING:

The following scale will determine the final course grade:

Assignments and Chapter Tests	50%
Mid-Term	20%
Quickie Killer Quizzes	0%
Final Exam	30%

BUSINESS ENGLISH GRADING SCALE:

What is an acceptable competency level in business English? How many errors can you have in a letter, business report, memo, and still use it? Of course, the correct answer is zero--there should be no errors. As future professional office workers, you should always strive for excellence in business English.

However, you are students of English and are still learning; therefore, the following scale will be used.

Alpha Grade	Percentage Conversion	Instructors submit grades to the Registrar's office, which then converts them to a 4-point scale.
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	0-9	

COURSE SPECIFIC CLASSROOM RULES

Generally, the classroom is run in a fairly relaxed manner; this is not intended to be a stressful situation. However, some behaviors are inconsiderate of other students and are not acceptable.

Quiet, private conversations are acceptable; however, conversations that can be heard by other people are distracting and therefore disruptive. Since some people do not realize their voices carry, they will be warned—if the disruption continues they will leave the classroom.

Off-topic conversations, during instruction, make it difficult for people to hear and will lead to an immediate invitation to leave the classroom.

Questions on content being covered are essential and greatly appreciated. However, off-topic questions, when content is being covered (is the exam multiple-choice/open book/when is it, telling the instructor you will be missing a future class, etc), may disrupt the sequence of instruction and will not be answered. These questions do need to be asked; time will be set aside for them, or they can be asked before or after instructor-led portions of the class.

COURSE POLICIES:

ADMINISTRATIVE TECHNOLOGY COURSE POLICY

1. Attendance is required and will be taken at each class. If you are ill, please call your instructor. More than 3 missed classes may result in a recommendation of "Debarred from Exam." (See College calendar, p. 36)
2. In-class tests, mid-terms, and final exams must be completed at the scheduled times. Alternate or individualized examination times will not be considered. Failure to complete examinations at the scheduled times will result in a grade of zero (0).
3. If you miss a class, have a classmate call you with your assignments. You are responsible for any work missed.
4. Assignments are due on the dates set by the instructor. Assignments may be handed in early, but only in exceptional circumstances may assignments be handed in late.
5. If you miss an in-class or homework assignment, you receive a zero (0) for that assignment. Some of these assignments may be unannounced before that date. This policy may change from course to course.
6. Plagiarism will not be tolerated.
7. All assignments must be completed in order to write the final exam and complete the course.
8. Keep your work up-to-date. If you are absent, phone your study partner to find out what work you missed.

Study Partner's Name _____

Study Partner's Phone Number _____

Read your Rights & Responsibilities - College Calendar.

