

GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION
COURSE OUTLINE

OCT 08 1999

Grande Prairie
Regional College

OA1030 - BUSINESS COMMUNICATIONS I

J. Johnstone

- TEXT:** Guffey and Burke, Canadian Business English, Second Edition, Scarborough: Nelson Canada, 1999
Simon and Schuster Reference Manual
Random House Dictionary
- PREREQUISITE:** English 30 or 33 or permission of the instructor
- COURSE DESCRIPTION:** Develops 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 shall be able to:
1. analyse 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 shall 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 shall 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 shall be able to:

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

ATTENDANCE: Attendance is mandatory; attendance will be taken at each class. If you are ill, please call your instructor and 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, p. 23)

**ASSIGNMENTS/
COURSE WORK** Assignments and tests missed will be recorded as 0. Tests missed may, by immediate consultation between the student and the instructor, be added to the final exam grade. Assignments are due on the dates set by the instructor. No late assignments or rewrites of exams are allowed.

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

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

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