



## DEPARTMENT OF OFFICE ADMINISTRATION

### COURSE OUTLINE – FALL 2013

#### OA1030 BUSINESS COMMUNICATIONS 1 – 3(5-0-0) 75 HOURS

**INSTRUCTOR:** Zonya Sabourin                      **PHONE:** 780-723-5206  
**OFFICE:** Edson Provincial                      **E-MAIL:** zsabourin@gprc.ab.ca.  
Building

**OFFICE HOURS:** Monday to Friday: 11:00 a.m. – 12:00 p.m.  
**Or by appointment**

#### **PREREQUISITE(S)/COREQUISITE:**

None

#### **REQUIRED TEXT/RESOURCE MATERIALS:**

Smith, Leile R., Moore, Roberta: *English for Careers*, 10<sup>th</sup> Edition, Upper Saddle River, New Jersey. Prentice Hall 1999. Dictionary: any Canadian Edition, 2009 to current publication date.

#### **CALENDAR DESCRIPTION:**

The course will help you develop editing, proofreading, and written skills for effective business communications. Topics include dictionary use, understanding words, spelling, vocabulary development, grammar, and sentence structure, punctuation and number usage.

#### **CREDIT/CONTACT HOURS: 3 credit/75 hours**

#### **DELIVERY MODE(S):**

Classroom lectures, computer lab work, group participation and research.

## **OBJECTIVES:**

Upon completion of the course, the student will be able to write and speak according to Standard English usage including principles of word choice, spelling, sentence structure, grammar, punctuation and pronunciation. The student will be able to communicate in Standard English a style that contributes to success and advancement in careers requiring excellent communication skills.

## **TRANSFERABILITY:**

A grade of D or D+ may not be acceptable for transfer to post-secondary institutions. Students are cautioned that it is **their** responsibility to contact receiving institutions to ensure transferability.

## **EVALUATIONS:**

|  |     |
|--|-----|
| Assignments: (From textbook)                 | 10% |
| Assignments: (Weekly Journal)                | 5%  |
| Quizzes and Chapter Tests:                   | 25% |
| <i>Will consist of unit and topic tests.</i> |     |
| Mid-Term:                                    | 20% |
| Final Exam:                                  | 35% |
| Job Success Skills:                          | 5%  |

**The student will demonstrate job success skills through:**

- **Regular attendance and punctuality**
- **Meeting deadlines and due dates for all assignments**
- **Maintaining a high standard of work**
- **Demonstrating the ability to work both independently and collaboratively**
- **Participating in class and within groups**

**Social networking and cell phone use during class are not examples of good job success skills and will result in a loss of marks for each occurrence.**

**GRADING CRITERIA:**

| <b>GRANDE PRAIRIE REGIONAL COLLEGE</b> |                           |                              |  |
|--|---------------------------|------------------------------|--|
| <b>GRADING CONVERSION CHART</b>        |                           |                              |  |
| <b>Alpha Grade</b>                     | <b>4-point Equivalent</b> | <b>Percentage Guidelines</b> | <b>Designation</b>                     |
| <b>A+</b>                              | <b>4.0</b>                | <b>90 - 100</b>              | <b>EXCELLENT</b>                       |
| <b>A</b>                               | <b>4.0</b>                | <b>85 - 89</b>               |  |
| <b>A-</b>                              | <b>3.7</b>                | <b>80 - 84</b>               | <b>FIRST CLASS STANDING</b>            |
| <b>B+</b>                              | <b>3.3</b>                | <b>76 - 79</b>               |  |
| <b>B</b>                               | <b>3.0</b>                | <b>73 - 75</b>               | <b>GOOD</b>                            |
| <b>B-</b>                              | <b>2.4</b>                | <b>70 - 72</b>               |  |
| <b>C+</b>                              | <b>2.3</b>                | <b>67 - 69</b>               | <b>SATISFACTORY</b>                    |
| <b>C</b>                               | <b>2.0</b>                | <b>64 - 66</b>               |  |
| <b>C-</b>                              | <b>1.7</b>                | <b>60 - 63</b>               |  |
| <b>D+</b>                              | <b>1.3</b>                | <b>55 - 59</b>               | <b>MINIMAL PASS</b>                    |
| <b>D</b>                               | <b>1.0</b>                | <b>50 - 54</b>               |  |
| <b>F</b>                               | <b>0</b>                  | <b>0 - 49</b>                | <b>FAIL</b>                            |
| <b>WF</b>                              | <b>0.0</b>                | <b>0</b>                     | <b>FAIL, withdrawal after deadline</b> |

**STUDENT RESPONSIBILITIES:**

Daily attendance is essential! You are responsible for completing assignments outside of class time when necessary. If you are ill, please PHONE the office at 780-723-5206 and inform the site administrator of your absence. Choose a “study buddy” and have that person inform you of the work covered that day. You, in turn, will reciprocate. More that three (3) missed classes may result in a recommendation that you be “disbarred from an exam.” (See the College Calendar for information on this.)

Any missed assignments and exams/tests will be recorded as 0%. Assignments are due on the date specified by the instructor. **No rewrites of exams are permitted.**

### **LATE ASSIGNMENTS:**

Assignments will not be accepted late unless prior arrangements have been made with the instructor. It is the student's responsibility to keep track of deadlines and hand in projects and assignments on the date specified. If you have a valid reason for being late, you must see me about making arrangements for an alternate date. Assignments must be completed and submitted in order to achieve a passing mark in this course. There is no allowance for missed assignments: you will receive a zero.

### **RETURNING ASSIGNMENTS:**

If you are absent when assignments are returned, you must pick them up on your own time at the front desk. Note that any unclaimed assignments could receive a grade of 0% at the end of the semester. REMEMBER: all assignments are excellent sources of study material for mid-terms and finals.

### **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:

**NOTE:** Lectures, assignments and due dates are subject to change, depending on completion of the designated chapter.

| <b>DATE/DAY:</b>                  | <b>ACTIVITY:</b>  | <b>ASSIGNMENTS/DUE DATES/QUIZZES &amp; EXAMS:</b>  |
|-----------------------------------|---|--|
| September 5<br>September 6        | Review Course Outline and expectations. Issue “Ice-Breaker” Word Whomp Game. Introduce textbook; discuss the chapters that will be studied. Explain the weekly Journal requirement and spelling tests.<br><b>CHAPTER 1: Page 1:</b> Mastering Language – Resources and Words: based on the handout from instructor; class discussion. | Special Assignment: <b>PART A:</b> Page 19<br>We will go through this portion in class. <b>PARTS B &amp; C:</b> You will receive a handout on which to record your answers. <b>DUE: Sept. 9</b><br><b>Begin Journal entries.</b>                                     |
| <b>WEEK 1:</b><br>Sept. 9 - 13    | <b>CHAPTER 2: Page 23:</b> Getting to Know the Parts of Speech. If possible, class time will be allotted for completion of assignments; study time. Various handouts provided for students.   | <b>PART 1:</b> Pp. 32 – 33, Section D. <b>DUE: Sept. 11</b><br><b>PART 2:</b> Page 37, Section D. <b>DUE: Sept. 12</b><br><b>PART 3:</b> Pp. 46 – 48, Special. <b>DUE: Sept. 13</b><br><b>Sept. 13: Quizzes: Chapters 1 &amp; 2</b><br><b>Sept. 13: Journal DUE!</b> |
| <b>WEEK 2:</b><br>Sept. 16 - 20   | <b>CHAPTER 4: Page 75:</b> Mastering Nouns: Plurals and Capitals  | <b>PART 1:</b> Instructor Handout. <b>DUE: Sept. 18</b><br><b>Sept. 20: Journal DUE!</b>   |
| <b>WEEK 3:</b><br>Sept. 23 - 27   | <b>CHAPTER 4: Page 75:</b> Mastering Nouns – Plurals and Capitals continued. Handouts provided by instructor; classroom discussions.  | <b>PART 2:</b> Pp. 89 – 90: Special Assignment. <b>DUE: Sept. 27</b><br><b>Sept. 27 Quiz: Chapter 4</b><br><b>Sept. 27: Journal DUE!</b>   |
| <b>WEEK 4:</b><br>Sept 30 – Oct 4 | <b>CHAPTER 5: Page 93:</b> Mastering Nouns – Possessives. Handouts provided; classroom discussions.   | <b>Page 102:</b> Special Assignment. <b>DUE: Oct. 3.</b><br><b>Oct. 4: Quiz: Chapter 5</b><br><b>Oct. 4: Journal DUE!</b>  |
| <b>WEEK 5:</b><br>Oct 7 - 11      | <b>Chapter 6: Page 105:</b> Mastering Pronouns  | <b>PART 1:</b> Page 108: Sections A, B & C. <b>DUE: Oct. 9</b><br><b>PART 2:</b> Page 112: Replay 25. <b>DUE: Oct. 11</b><br><b>Oct. 11: Journal DUE!</b>  |
| <b>OCTOBER 14</b>                 | <b>THANKSGIVING DAY STAT</b>  | <b>NO CLASSES</b>  |
| <b>WEEK 6:</b><br>Oct 15 - 18     | <b>CHAPTER 6: Page 105:</b> Mastering Pronouns continued. Do replays and reviews as we progress. Handouts provided.   | <b>Page 119:</b> Replay 28. <b>DUE: Oct. 17</b><br><b>REVIEW OF CHAPTER: OCT. 17</b><br><b>Oct. 18: Quiz: Chapter 6</b>  |

|                                   |   |  |
|-----------------------------------|---|--|
|                                   |   | <b>Oct. 18: Journal DUE!</b>   |
| <b>WEEK 7:</b><br>Oct 21 - 25     | <b>CHAPTER 7: Page 132:</b> Mastering Verbs<br>We will work through this chapter for the remainder of the week.   | <b>Students are to complete the Replay 31</b> on Pp. 136 – 137 and check their answers.<br>Remaining assignments TBA.<br><b>Oct. 25: Journal DUE!</b>        |
| <b>WEEK 8:</b><br>Oct. 28 – Nov 1 | <b>CHAPTER 7:</b> Mastering Verb: Finish this chapter, issue assignments, and review all chapters to date for <b>MID-TERM</b> .<br>The Mid-Term exam will be written over a two-day period.<br>Complete as much as you can each day.  | <b>Nov. 1: Quiz: Chapter 7</b><br><b>Nov. 1: Journal DUE!</b><br><b>MID-TERM: Tentative Dates: NOV. 6 &amp; 7: 2 hours allotted for the exam.</b>            |
| <b>WEEK 9:</b><br>Nov. 4 - 7      | <b>CHAPTER 8: Page 158:</b> Mastering Adjectives and Adverbs.<br>Begin the chapter before the Fall Break. No assignments until after the break. <b>Write MID-TERM on Nov. 6 &amp; 7: 2 hours</b> for the exam: one (1) hour each day. | <b>MID-TERM EXAM: NOV. 6 from 11:00 a.m. to 12:00 p.m. NOV. 7 from 11:00 a.m. to 12:00 p.m.</b><br><b>NO Journal assignment this week.</b>                   |
| <b>NOV. 8 –11</b>                 | <b>FALL BREAK: NO CLASSES</b>   | <b>FALL BREAK</b>  |
| <b>WEEK 10:</b><br>Nov. 12 – 15   | <b>CHAPTER 8: Page 158:</b> Mastering Adjectives and Adverbs, continued   | TBA. Instructor will issue small assignments and due dates throughout the week. Quiz date pending. Journal due date pending.                                 |
| <b>WEEK 11:</b><br>Nov. 18 - 22   | <b>CHAPTER 3: Page 51:</b> Writing Complete Sentences   | TBA. Instructor will issue small assignments and due dates throughout the week. Quiz date pending. Journal due date pending.                                 |
| <b>WEEK 12:</b><br>Nov. 25 - 29   | <b>CHAPTER 3: Page 51:</b> Writing Complete Sentences<br>We should conclude the chapter this week. <b>There will be a quiz: date TBA</b>  | TBA. Instructor will issue small assignments and due dates throughout the week. Quiz date pending. Journal due date pending.                                 |
| <b>WEEK 13:</b><br>Dec. 2 - 6     | <b>CHAPTER 9: Page 182:</b> Using Commas Correctly  | TBA. Instructor will issue small assignments and due dates throughout the week. Quiz date pending. Journal due date pending.                                 |
| <b>WEEK 14:</b><br>Dec. 9 – 13    | <b>Complete any chapters that are outstanding; complete any outstanding assignments and Journal entries. Review and study time will be allocated.</b>   | <b>Final Journal entries due on Dec. 13.</b><br><b>All students will be in class this week to take advantage of the time allocated for study and review.</b> |
| <b>WEEK 15:</b><br>Dec. 16 –20    | <b>FINAL EXAM WEEK:</b><br>The final exam for OA1030 will be written in two parts on two separate days. Each part will be approximately two hours.  | <b>FINAL EXAM: OA1030: Business Communications: 2 parts: TBA</b>   |



***Have a safe and happy Holiday Season!***