

GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION
COURSE OUTLINE

J. N. Colson
W-98

OA 1040 - COMMUNICATIONS II

- TEXT:** Guffey, Rhodes, Rogin. Business Communication: Process and Product, First Canadian Edition, Nelson Canada, Scarborough, Ontario, 1996.
- Good Dictionary (Random House)
- The Gregg Reference Manual, Fourth Canadian Edition.
- PREREQUISITE:** OA 1030 or permission of the Instructor.
- COURSE DESCRIPTION:** Applies the principles learned in OA 1030 to the techniques of writing different types of letters, memos, and short reports. Emphasizes oral communication, punctuation, and proofreading skills.
- COURSE OBJECTIVES:**
1. To pursue the study of English grammar and usage in written business communications.
 2. To apply principles of style in the writing of business letters, reports, memos, and E-mail.
 3. To give short oral presentations.
 4. To research and prepare a short business report following an accepted report style.
- GRADING:**
1. Assignments are due on the dates specified by the instructor. Assignments may be handed in early; but only with permission may assignments be handed in late.
 2. If you miss an in-class or homework assignment, you receive a zero (0) for that assignment.

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3. Plagiarism will not be tolerated. See student Rights and Responsibility in the College Calendar page 19.
4. The final course grade will be determined by the following scale:

Exercises	10%
Business Reports	20%
Listening and Oral Presentations	20%
Tests	50%
	100%

5. Final grades will be expressed on a 9-point scale.
6. All assignments except the exercises must be typed.
7. All major assignments must be completed in order to complete this course.

**COURSE
POLICY:**

1. Attendance is required and will be taken at each class.
2. If you must miss a class, have a classmate call you with your assignments. You are responsible for any work missed.

**EMPLOYABILITY
SKILL:**

See attached sheet.

INSTRUCTOR:

Dr. Irene Nicolson
539-2005
Office: C411

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Employability Skills:

Learning Outcome	Evidence for Employability Skill Portfolio	C = the Skill is Learned in Content P = the Skill is Practiced A = the Skill is Assessed
Compose messages, memos, letters, and short reports, correctly applying the fundamental principles of spelling, grammar, and punctuation.	<ul style="list-style-type: none">• samples of writing letters, memos, reports.• Business Communications Course Outline and grade for course	C P A
Communicate verbally, using language that is appropriate to the intended audience.	<ul style="list-style-type: none">• notes from oral presentation• evaluation sheet from presentation	C P A
Work collaboratively and cooperatively by applying a variety of team and communications strategies.	<ul style="list-style-type: none">• evaluation of presentation by peers.	C P A
Locate, select, evaluate, organize, and summarize information, using appropriate resources.	<ul style="list-style-type: none">• business report.	C P A