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

OAI040 - COMMUNICATIONS II

- TEXT:** Guffey, Rhodes, Rogin. Business Communication: Process and Product, Second Canadian Edition, Nelson Canada. Scarborough, Ontario, 1999.
- A Good Dictionary (Random House)
- The Gregg Reference Manual, Fifth Canadian Edition.
- PREREQUISITE:** OA1030
- COURSE DESCRIPTION:** Applies the principles learned in OA1030 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 depth, especially as it applies to business communications.
 2. To concentrate on developing proficiency in applying principles of style in business writing; i.e., letters, reports, memos.
 3. To learn how to give short oral presentations.
 4. To provide experience in organizing and presenting informed reports, letters, and memos.
- GRADING:**
1. Assignments are due on the dates specified by the instructor. Assignments may be handed in early; but only in exceptional circumstances may assignments be handed in late.

2. The final course grade will be determined by the following scale:

Letters and Memos	20%
Short Individual Report	10%
Oral Presentations	15%
Portfolio	10%
Theory Qizzes	10%
Proofreading	<u>35%</u>
Total	100%

6. Final grades will be expressed on a 9-point scale.

COURSE POLICY

- 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. 29)
- If you must miss a class, have a classmate call you with your assignments. You are responsible for any work missed.
- 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.
- 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 the date.
- Plagiarism will not be tolerated.
- All major assignments must be completed in order to complete this course.

The final grade for OA1040A will be calculated by this formula:

Short Individual Report	10%
Letters and Memos	20%
Oral Presentations	15%
Portfolio	10%
Theory Quizzes	10%
Proofreading	<u>35%</u>
Total	100%

Remember: Communication is a skill like keyboarding or bookkeeping. PRACTICE!!!!

TENTATIVE SCHEDULE OF ASSIGNMENTS FOR OA1040 - W2001

Proofreading	- Fridays - A301
February 9	- 3 positive letters due
February 23	- 3 negative letters due
March 12 - 14	- 1st orals due
March 16	- 3 persuasive letters due
March 23	- 4 collection letters due
March 30	- short report due
April 2	- 2 nd Orals begin
April 12	- Portfolio due