



**Grande Prairie Regional College**  
**School of Health, Wellness & Career Studies**  
**Department of Business & Office Administration**

## **COURSE OUTLINE – Fall 2019**

### **OA1030 Business Communications I A2 3(4.5-0-0) 67.5 Hours**

**Instructor** Cara Leaf

**Phone** 539-2879

**Office** C411

**E-mail** [cleaf@gprc.ab.ca](mailto:cleaf@gprc.ab.ca)

**Office Hours** M/T/ TH 10:00-11:30  
Anytime By Appointment or  
email

#### **Prerequisite(s):**

None

#### **Required Text/Resource Materials:**

Smith, Leila R., *English for Careers*, 11<sup>th</sup> Edition. Upper Saddle River, New Jersey: Pearson Prentice Hall, 1999.

*Random House Webster Dictionary*

#### **Description:**

This course will help you develop editing, proofreading and writing skills for effective business communications. Upon completing this course, you will write and speak according to Standard English usage principles of word choice, spelling, sentence construction, grammar, punctuation and pronunciation. You will communicate with the English style that contributes to advancement in careers requiring excellent communication skills.

#### **Credit/Contact Hours:**

3 credits/67.5 contact hours

**Delivery Mode(s):**

Lecture

**Course Outcomes:**

When discussing grammar usage, students will have the skills to define different parts of speech and describe their usage in a sentence.

When composing business documents, students will correctly apply grammar and punctuation mechanics, as well as correct sentence structures.

**Course Objective**

The primary objective of OA1030 is to improve communication skills (fundamental grammar skills). Knowing the parts of speech, using them correctly, and understanding how they relate to one another is an important step in creating strong writing skills. Upon successful completion of the course, students should be able to:

- identify the eight parts of speech and understand the function of each part of speech.
- understand different vocabulary terms that will allow them to participate in analyzing grammar usage and sentence structure
- compose complete sentence (simple, compound, and complex)
- correctly spell commonly misspelled words.
- apply Standard English grammar and mechanics to compose or edit text.

**TRANSFERABILITY:**

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

**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<sup>+</sup></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<sup>-</sup></b>	<b>3.7</b>	<b>80 – 84</b>	<b>FIRST CLASS STANDING</b>
<b>B<sup>+</sup></b>	<b>3.3</b>	<b>77 – 79</b>	
<b>B</b>	<b>3.0</b>	<b>73 – 76</b>	<b>GOOD</b>
<b>B<sup>-</sup></b>	<b>2.7</b>	<b>70 – 72</b>	
<b>C<sup>+</sup></b>	<b>2.3</b>	<b>67 – 69</b>	<b>SATISFACTORY</b>
<b>C</b>	<b>2.0</b>	<b>63 – 66</b>	
<b>C<sup>-</sup></b>	<b>1.7</b>	<b>60 – 62</b>	
<b>D<sup>+</sup></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>0.0</b>	<b>0 – 49</b>	<b>FAIL</b>
<b>WF</b>	<b>0.0</b>	<b>0</b>	<b>FAIL, withdrawal after the deadline</b>

## EVALUATIONS:

### Job Success Skills

10%

The students will demonstrate job success skills through:

- Regular attendance and punctuality
- Timely completion of work –Completing all chapter assignments
- Maintaining a high standard of work
- Ability to work both independently and collaboratively
- Participation in class and within groups
- Demonstration of professionalism

### Quizzes & Tests –

35%

Will consists of chapter and topic tests

### Midterm --

25%

### Final Exam –

30%

In order to receive credit for OA1030, you must achieve 50 percent on the final examination, and a course composite grade of at least D (50%). You are strongly encouraged to complete all assignments and exams—you will receive a zero (0) for any missed assignment or exam.

## STUDENT RESPONSIBILITIES:

Daily attendance is essential! Students are responsible for completing assignments outside of class time when necessary. If you are ill, please 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)

Assignments and tests missed will be recorded as zero. Assignments are due on the dates set by the instructor. No late assignments or rewrites of exams are allowed

## STATEMENT ON PLAGIARISM AND STUDENT CONDUCT

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:

<u>Week</u>	<u>Topic</u>	<u>Required Reading</u>
Week 1	References and Resources	CH 1
Week 2	Parts of Speech	CH 2
Week 3	Mastering Nouns	CH 4
Week 4	Mastering Possessives	CH 5
Week 5	Pronouns	CH 6&7
Week 6	Mastering Verbs	CH 8&9
Week 7	Adjectives & Adverbs	CH 10
Week 8	MIDTERM	
Week 9	Sentence Fundamentals	CH 3
Week 10 & 11	Using Commas Correctly	CH 11
Week 12	Punctuating Sentences	CH 12
Week 13	Fine Points of Punctuation	CH 14
Week 14 & 15	Review for Final EXAM	

There will be a chapter exam following the completion of each chapter.  
The final exam will be given on the scheduled day during the December exam week.