



DEPARTMENT OF OFFICE ADMINISTRATION

COURSE OUTLINE- FALL 2012

OA1030 BUSINESS COMMUNICATIONS 13(5-0-0) 75 HOURS

INSTRUCTOR: Zonya Sabourin

PHONE: 780-723-5206

OFFICE: Edson Provincial Building

E-MAIL: zsabourin@gprc.ab.ca

OFFICE HOURS: Monday to Friday: 11:10 a.m.- 12:10 p.m.
Or by appointment

PREREQUISITE(S)/COREQUISITE:

None

REQUIRED TEXT/RESOURCE MATERIALS:

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

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.

Upon completion of this course, you will write and speak according to Standard English usage, which includes principles of word choice, spelling, sentence construction, grammar, punctuation and pronunciation. You will be able to communicate in Standard English in such a way that your effort will contribute to the success and advancement in careers requiring excellent communication skills.

CREDIT/CONTACT HOURS:

3 credit/75 hours

DELIVERY METHODS:

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

TRANSFERABILITY:

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

OFFICE ADMINISTRATION GRADING CONVERSION CHART

Alpha Grade	4-Point Equivalent	Percentage Guidelines	Designation
A+	4	90-100	EXCELLENT
A	4	85-89	
A-	3.7	80-84	FIRST CLASS STANDING
B+	3.3	76-79	
B	3	73-75	GOOD
B-	2.4	70-72	
C+	2.3	67-69	SATISFACTORY
C	2	64-66	
C-	1.7	60-63	
D+	1.3	55-59	MINIMAL PASS
D	1	50-54	
F	0	0-49	FAIL
WF	0.0	0	FAIL, withdrawal after deadline

EVALUATIONS:

Assignments: 10%

Quizzes & Chapter Tests: 35%

Will consist of unit and topic tests.

Mid-Term: 20%

Final Exam: 30%

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 time are not examples of good job success skills and will result in a loss of marks for each occurrence.

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: 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 than 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 tests will be recorded as 0%. Assignments are due on the date specified by the instructor. No rewrites of exams are permitted.

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/**

**Note: All Academic and Administrative policies are available on the same page.

LATE ASSIGNMENTS:

Assignments will not be accepted late unless prior arrangements have been made with the instructor. It is your 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-term and final exams.

Final grades will be awarded on the Letter Grading System as outlined in the chart on Page 2 of this handout.

COURSE SCHEDULE TIMELINE:

Please note that this schedule is subject to change, depending on chapter completions.

DATE/DAY:	ACTIVITY:	ASSIGNMENTS/DUE DATES/QUIZZES/EXAMS:
September 6 & 7	Review Course Outline and expectations. Introduce the textbook and read the "Dear Student" letter. Do the REPLAY, Pg. xxi. CHAPTER 1, Page 1: Using the Dictionary: condensed on handout from instructor and class participation.	Course Pretest: Page xxii. DUE: Sept. 7 ----- Read remainder of the chapter, do the exercises, <i>prepare</i> for the Practice Quiz. DUE: Sept. 10
WEEK 1: Sept. 10- 14	PRACTICE QUIZ CHAPTER 2: Page 23: Parts of Speech	TBA. Instructor will issue small assignments throughout the week; each will be due at the beginning of the next class. CHAPTER QUIZZES: every Friday.
WEEK 2: Sept. 17- 21	CHAPTER 4: Page 75 Mastering Nouns- Plurals and Capitals	TBA. Instructor will issue small assignments throughout the week; each will be due at the beginning of the next class. CHAPTER QUIZZES: every Friday.
WEEK 3: Sept. 24-28	CHAPTER 5: Page 93 Mastering Nouns- Possessives	TBA. Instructor will issue small assignments throughout the week; each will be due at the beginning of the next class. CHAPTER QUIZZES: every Friday.
WEEK 4: Oct. 1- 5	CHAPTER 6: Page 105 Mastering Pronouns	TBA. Instructor will issue small assignments throughout the week; each will be due at the beginning of the next class. CHAPTER QUIZZES: every Friday.
WEEK 5: Oct. 8- 12	CHAPTER 7: Page 132 Mastering Verbs	TBA. Instructor will issue small assignments throughout the week; each will be due at the beginning of the next class. CHAPTER QUIZZES: every Friday.
WEEK 6: Oct. 15- 19	CHAPTER 8: Page 158 Mastering Adjectives and Adverbs	TBA. Instructor will issue small assignments throughout the week; each will be due at the beginning of the next class. CHAPTER QUIZZES: every Friday.
WEEK 7: Oct. 22- 26	MID-TERM EXAM: Monday, Oct. 22 CHAPTER 3: Page 51 Writing Complete Sentences (Start chapter on Tuesday, Oct. 23)	MID-TERM EXAM: Oct. 22. One hour will be allotted for the writing of this exam.
WEEKS: Oct. 29- Nov. 2	CHAPTER 3: continued/finish if necessary Begin CHAPTER 9: Page 182 Using Commas Correctly	TBA. Instructor will issue small assignments throughout the week; each will be due at the beginning of the next class. CHAPTER QUIZZES: every Friday.
WEEK 9: Nov. 5-9	CHAPTER 10: Page 203 Punctuating Sentences Correctly	TBA. Instructor will issue small assignments throughout the week; each will be due at the beginning of the next class. CHAPTER QUIZZES: every Friday.
WEEK 10: Nov. 12-16	CHAPTER 11: Page 219 Mastering the Fine Points of Punctuation	TBA. Instructor will issue small assignments throughout the week; each will be due at the beginning of the next class. CHAPTER QUIZZES: every Friday.
WEEK 11: Nov. 19-23	CHAPTER 12: Page 236 Polishing Your Writing	No assignments, but students are expected to practice their

		writing as per instructions.
WEEK 12: Nov. 26- Nov. 30	POLISHING YOUR WRITING: continued This will involve a series of written assignments as per the instructor's handout. Be prepared to do memos, letters, mock emails and fax documents.	LAB WORK: we will complete each of these assignments on the day given in the computer lab. You will use accepted formatting for each document.
WEEK 13: Dec. 3-7	REVIEW WEEK: Review Week is being held in preparation for the Business Communications Final Exam. Instructor may provide review sheets for each chapter studied. Students are to bring forward any questions or concerns.	The assignment this week will be to bring up any issues or difficulties that you are experiencing with this course. I expect input, questions, and full class participation!
WEEK 14: Dec. 10 & 11	FINAL EXAM: PART 1: Grammar & Punctuation FINAL EXAM: PART 2: Written Skills	Part 1: December 10 Part 2: December 11



Happy Holidays to All!