



# Grande Prairie Regional College

**Department: Office Administration**

COURSE OUTLINE – FALL 2009

OA1030 3(5-0-0) Business Communications I

M T TH 11:30-12:50

A305

**Instructor** Cara Leaf

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**Office Hours** M W F 10:30-11:30  
(or by appointment)

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## **Prerequisite(s):**

None

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

Smith, Leila R., *English for Careers*, 10<sup>th</sup> Edition. Upper Saddle River, New Jersey: Pearson Prentice Hall, 1999.

(with the Student Prep Book)

*Random House Webster Dictionary*

## **Description:**

This course will help you develop editing, proofreading, and writing skills for effective business communications. Topics covered include: dictionary use and understanding words, spelling and vocabulary development, grammar, sentence punctuation, and numbers.

Upon completing this course you will write and speak according to Standard English usage including principles of word choice, spelling, sentence construction, grammar,

punctuation, and pronunciation. You will be able to communicate in Standard English a style that contributes to success and advancement in careers requiring excellent communication skills

**Credit/Contact Hours:**

3 credits/75 contact hours

**Delivery Mode(s):**

Lecture/Lab

**Grading Criteria:**

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.

<b>Assignments –</b>	<b>10%</b>
<b>Quizzes &amp; Tests –</b>	<b>35%</b>
➤ Will consists of unit and topic tests	
<b>Midterm --</b>	<b>20%</b>
<b>Final Exam –</b>	<b>30%</b>
<b>Job Success Skills –</b>	<b>5%</b>
➤ The students will demonstrate job success skills through:	
○ Regular attendance and punctuality	
○ Timely completion of work	
○ Maintaining a high standard of work	
○ Ability to work both independently and collaboratively	
○ Participation in class and within groups	

Grades will be assigned on the Letter Grading System.

**Administrative Technology Department  
Grading Conversion Chart**

Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation
A <sup>+</sup>	4	90 – 100	EXCELLENT
A	4	85 – 89	
A <sup>-</sup>	3.7	80 – 84	FIRST CLASS STANDING
B <sup>+</sup>	3.3	76 – 79	
B	3	73 – 75	GOOD
B <sup>-</sup>	2.7	70 – 72	
C <sup>+</sup>	2.3	67 – 69	SATISFACTORY
C	2	64 – 66	
C <sup>-</sup>	1.7	60 – 63	
D <sup>+</sup>	1.3	55 – 59	MINIMAL PASS
D	1	50 – 54	
F	0	0 – 49	FAIL

**PLAGIARISM:** The penalty for plagiarism is SEVERE! It can consist of EXPULSION from the program and the institution or receiving a grade of F in the course. DO NOT DO IT!

### **Course Schedule/Tentative Timeline:**

<b><u>Week</u></b>	<b><u>Topic</u></b>	<b><u>Required Reading</u></b>
Week 1	Using the Dictionary	CH 1
Week 2	Parts of Speech	CH 2
Week 3	Writing Complete Sentences	CH 3
Week 4	Mastering Nouns	CH 4
Week 5	Mastering Possessives	CH 5
Week 6	Pronouns	CH 6
Week 7	Mastering Verbs	CH 7
Week 8	Adjectives & Adverbs	CH 8
Week 9	MIDTERM	
Week 10	Using Commas Correctly	CH 9
Week 11	Punctuating Sentences	CH 10
Week 12	Fine Points of Punctuation	CH 11
Week 13	Polishing Your Writing	CH 12
Week 14	Review for Final EXAM	

### **Examinations:**

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.