# Grande Prairie Regional College

## Department: Office Administration

COURSE OUTLINE – Winter 2010

OA1030 3(5-0-0) Business Communications I
T TH 10:00-11:20
F 11:30-12:50
A301

| **Instructor** | Cara Leaf | **Phone** | 539-2879 |
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| **Office** | C411 | **E-mail** | cleaf@gprc.ab.ca |
| **Office Hours** | T TH  8:30-9:50 (or by appointment) | | |

### Prerequisite(s):

None

### Required Text/Resource Materials:

Smith, Leila R., *English for Careers*, 10th 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. 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.

| | |
|---|---|
| **Assignments  –** | **10%** |
| **Quizzes & Tests  –** | **35%** |
| ➢ Will consists of unit and topic tests | |
| **Midterm --** | **20%** |
| **Final Exam –** | **30%** |
| **Job Success Skills –** | **5%** |

➢ The students will demonstrate job success skills through:
- o Regular attendance and punctuality
- o Timely completion of work
- o Maintaining a high standard of work
- o Ability to work both independently and collaboratively
- o 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⁺ | 4 | 90 – 100 | EXCELLENT |
| A | 4 | 85 – 89 | EXCELLENT |
| A⁻ | 3.7 | 80 – 84 | FIRST CLASS STANDING |
| B⁺ | 3.3 | 76 – 79 | FIRST CLASS STANDING |
| B | 3 | 73 – 75 | GOOD |
| B⁻ | 2.7 | 70 – 72 | GOOD |
| C⁺ | 2.3 | 67 – 69 | SATISFACTORY |
| C | 2 | 64 – 66 | SATISFACTORY |
| C⁻ | 1.7 | 60 – 63 | SATISFACTORY |
| D⁺ | 1.3 | 55 – 59 | MINIMAL PASS |
| D | 1 | 50 – 54 | MINIMAL PASS |
| 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:

| Week | Topic | Required Reading |
|------|-------|------------------|
| 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 | Semester Break | |
| Week 11 | Using Commas Correctly | CH 9 |
| Week 12 | Punctuating Sentences | CH 10 |
| | 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 April exam week.