

**GRANDE PRAIRIE REGIONAL COLLEGE
ADMINISTRATIVE TECHNOLOGY
COURSE OUTLINE**

OA 1030B2 BUSINESS COMMUNICATIONS I

Prerequisite: English 30 or 33, or permission of the instructor

Instructor: Judy Johnstone jjohnstone@gprc.ab.ca
C202 B 539-2966

Textbook: Guffy and Burke, Canadian Business English, Second Edition, Scarborough: Nelson Canada, 1999.

The Gregg Reference Manual

Random House Dictionary

Course Description:

Develops editing, proofreading, and writing skills necessary for effective business communications through the study of the use of the dictionary and understanding of words; spelling and vocabulary development, grammar, sentence punctuation, and numbers.

Course Objectives:

A. The Use of Dictionary and Understanding Words

The student will be able to:

1. Analyze words and determine their meaning
2. Understand the wealth of information in a dictionary and use it efficiently and effectively
3. Select appropriate word/words in communication
4. Correctly use the rules of word division

B. Spelling and Vocabulary Development

The student will be able to:

1. Spell and define words in assigned lists
2. Use correctly the rules of capitalization

C. Sentence Analysis and Correct Use of Grammar

The student will be able to:

1. Identify sentence structures for the purpose of using the correct forms of grammar
2. Know the parts of speech and use them correctly in their own writing and in editing and proofreading of material

D Punctuation and Numbers

The student will be able to:

1. Use correctly the rules of punctuation and numbers in writing, editing, and proofreading

Grading:

Assignments and tests missed will be recorded as 0. Tests missed may, **by immediate consultation between the student and the instructor**, be added to the final exam grade. Assignments are due on the dates set by the instructor. No late assignments or rewrites of exams are allowed.

To pass this course, you need a minimum grade of 4.

Unit Tests	60%
Quizzes	10%
Spelling	5%
Vocabulary	5%
Final	<u>20%</u>
Total	100%

All grades will be expressed in percentages and the final grade will be converted to the 9-point system.

COURSE POLICY

1. Attendance will be taken at each class. If you must miss a class, please call your instructor. More than 3 missed classes may result in
A Debarred from Exam.@ (See College calendar, p. 35)
2. If you must miss a class, have a classmate call you with your assignments. You are responsible for any work missed.
3. 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.

4. 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.
5. Plagiarism will not be tolerated.
6. All major assignments must be completed in order to complete this course.

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