



# Grande Prairie Regional College

COURSE OUTLINE – Winter 2013

OA 1030 A3 (5-0-0)

## BUSINESS COMMUNICATIONS I

<b>Instructor</b>	Ray Savage	<b>Phone</b>	780.539.2712
<b>Office</b>	C217	<b>E-mail</b>	<a href="mailto:RSavage@gprc.ab.ca">RSavage@gprc.ab.ca</a>
<b>Office Hours</b>	M/T/W/TH: 1:00-3:30 or by appointment	<b>Class</b>	M/T/TH: 11:30 – 12:50 M:Rm. A314, T/TH: Rm.A305

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### **PREREQUISITE(S)/COREQUISITE:**

None

### **REQUIRED TEXT/RESOURCE MATERIALS:**

- Smith, Leile R., Moore, Roberta: *English for Careers: Business, Professional, and Technical*, 10<sup>th</sup> Edition, Upper Saddle River, New Jersey. Prentice Hall 1999.
- Random House Webster's Dictionary

### **CALENDAR DESCRIPTION:**

The course will help you develop editing, proofreading, and written 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 credit/75 hours

### **DELIVERY MODE(S):**

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

### **OBJECTIVES:**

Upon completion of the course, the student will be able to write and speak according to Standard English usage including principles of word choice, spelling, sentence structure, grammar, punctuation and pronunciation. The student will be able to communicate in Standard English a style that contributes to success and advancement in careers requiring excellent communication skills.

### **TRANSFERABILITY:**

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

### **EVALUATIONS:**

Assignments: 25%

Quizzes and Chapter Tests: 40%

*(Unit and topic tests)*

Mid-Term: 10%

Final Exam: 20%

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

**Late assignments or missed quizzes will receive a grade of 0 unless prior arrangements have been made with the instructor.** Grades will be assigned on the Letter Grading System.

**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+</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-</b>	<b>3.7</b>	<b>80 - 84</b>	<b>FIRST CLASS STANDING</b>
<b>B+</b>	<b>3.3</b>	<b>76 - 79</b>	
<b>B</b>	<b>3.0</b>	<b>73 - 75</b>	<b>GOOD</b>
<b>B-</b>	<b>2.4</b>	<b>70 - 72</b>	
<b>C+</b>	<b>2.3</b>	<b>67 - 69</b>	<b>SATISFACTORY</b>
<b>C</b>	<b>2.0</b>	<b>64 - 66</b>	
<b>C-</b>	<b>1.7</b>	<b>60 - 63</b>	
<b>D+</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</b>	<b>0 - 49</b>	<b>FAIL</b>
<b>WF</b>	<b>0.0</b>	<b>0</b>	<b>FAIL, withdrawal after deadline</b>

**STUDENT RESPONSIBILITIES:**

Daily attendance is essential! You are responsible for completing assignments outside of class time when necessary. You are responsible for all work missed due to absence. More than three (3) missed classes may result in a recommendation that you be “disbarred from an exam.” For further information please see the following:

[www.gprc.ab.ca/about/administration/policies/\\*\\*](http://www.gprc.ab.ca/about/administration/policies/**)

## **Department of Office Administration**

### **Policy on Cell Phones and Social Media Applications**

Users of cell phones and other personal electronic devices must be attentive to the needs, sensibilities and rights of other members of the College community. The use of these devices must not disrupt the functions of the College overall and its classrooms and labs. Instructors have the right to have strict individual policies related to cell phones in order to provide and maintain a classroom environment that is conducive to learning and the respect of others.

Cell phones must be turned off and placed out of sight in classrooms and computer labs during instructional time. Devices can only be turned on and set to silent mode with the expressed consent of individual instructors. Gaming on a cell phone during class is not acceptable. In addition, cell phones and other personal electronic devices incorporating cameras must be turned off and out of sight in any area in which individuals have reasonable expectations of privacy. This includes classrooms and computer labs.

When class and lectures begin, please refrain from online activities that do not bring value to your learning and content being discussed. Think of personal time online in the same way employers view personal phone calls and emails at work. Instructors may utilize software monitoring programs or limit access to online applications during class time to eliminate distractions at your individual workstations. Instructors may have penalties for violations of this policy.

#### **Statement on Plagiarism:**

The instructor reserves the right to use electronic plagiarism detection services.

Plagiarism is unacceptable and the penalty is severe. It can result in a forced withdrawal from the college and a permanent record on your transcript, or an automatic failing grade in the course.

([http://www.gprc.ab.ca/downloads/documents/GPRC\\_20122013\\_Calendar.pdf](http://www.gprc.ab.ca/downloads/documents/GPRC_20122013_Calendar.pdf))