

GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION
COURSE OUTLINE

OA 1040 – COMMUNICATIONS II

W. 99

INSTRUCTOR: Irene Nicolson, Ph. D.
Office: C411
Telephone: 539-2005 Office, 532-2575 Residence

TEXT

Guffey, Rhodes, Rogin. Business Communication: Process and Product, First Canadian Edition, Nelson Canada, Scarborough, Ontario, 1996.

Troyka, Lynn Quitman, Emily R. Gordon, and Cy Strom, Simon and Schuster Workbook for Writers. Scarborough: Prentice Hall Canada, Inc., 1996.

A current Dictionary.

PREREQUISITE: Successfully completed OA1030 or permission of the Instructor.

COURSE DESCRIPTION: Applies the principles learned in OA 1030 to the techniques of writing effective letters, memorandums, and short business reports.

Emphasizes oral communication, punctuation, and proofreading skills.

COURSE OBJECTIVES:

1. To pursue the study of English grammar and usage in written business communications.
2. To apply principles of style in the writing of business letters, reports, memos, and e-mail.
3. To prepare and present short oral presentations.
4. To research and prepare a short business report following an acceptable report style.

**STUDENT
RESPONSIBILITIES:****REGULAR ATTENDANCE IS REQUIRED.**

Students participating in all learning activities can excel in their studies. Poor attendance, late arrivals, or early departures decrease the chance of success and disrupt the learning experience for other students.

Keep your work up-to-date, read the text, and come prepared to class. If you are absent, phone your learning partner to find out the assignment.

LEARNING PARTNER'S NAME _____
PHONE NUMBER _____

GRADING:

Assignments are due on the dates specified by the instructor. Assignments may be handed in early, but only with the permission of the instructor may assignments be handed in late.

If you miss an in-class, homework assignment, or test, you will receive a grade of zero (0).

Plagiarism will not be tolerated. See "Student Rights and Responsibilities in the College Calendar page 24.

The final course grade will be determined by the following weighting: Final grades will be expressed on a 9-point scale.

Exercises and Assignments	10%
Letters	20%
Business Report	10%
Listening and Oral Presentation	10%
Tests	<u>50%</u>
	100 %

**EMPLOYABILITY
SKILLS:**

See attached sheet.

Winter, 1999

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Employability Skills:

Learning Outcome	Evidence for Employability Skill Portfolio	C = the Skill is Learned in Content P = the Skill is Practiced A = the Skill is Assessed
Compose messages, memos, letters, and short reports, correctly applying the fundamental principles of spelling, grammar, and punctuation.	<ul style="list-style-type: none">• samples of writing letters, memos, reports.• Business Communications Course Outline and grade for course	C P A
Communicate verbally, using language that is appropriate to the intended audience.	<ul style="list-style-type: none">• notes from oral presentation• evaluation sheet from presentation	C P A
Work collaboratively and cooperatively by applying a variety of team and communications strategies.	<ul style="list-style-type: none">• evaluation of presentation by peers.	C P A
Locate, select, evaluate, organize, and summarize information, using appropriate resources.	<ul style="list-style-type: none">• business report.	C P A