

DEPARTMENT OF BUSINESS & OFFICE ADMINISTRATION

COURSE OUTLINE – WINTER 2023

OA 1030 Business Communications I EC 3(4.5-0-0) 67.5 Hours for 15 weeks

Northwestern Polytechnic acknowledges that our campuses are located on Treaty 8 territory, the ancestral and present-day home to many diverse First Nations, Metis, and Inuit people. We are grateful to work, live and learn on the traditional territory of Duncan's First Nation, Horse Lake First Nation and Sturgeon Lake Cree Nation, who are the original caretakers of this land.

We acknowledge the history of this land and we are thankful for the opportunity to walk together in friendship, where we will encourage and promote positive change for present and future generations.

Instructor	Cara Leaf	Phone	539-2879
Office	C411	E-mail	CLeaf@nwpolytech.ca
Office Hours	T/TH 10:00-11:30 Anytime by Appointment or email		

Description:

This course will help you develop editing, proofreading and writing 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.

Prerequisite(s):

None

Required Text/Resource Materials:

Smith, Leila R., English for Careers, 11th Edition. Upper Saddle River, New Jersey: Pearson Prentice Hall, 1999.

Random House Webster Dictionary
Reliable internet

Delivery:

Online Delivery. This course is delivered online. There are no face-to-face or onsite requirements. Students must have a computer with a webcam and reliable internet connection. Technological support is available through helpdesk@nwpolytech.ab.ca.

Credit/Contact Hours:

3 credits/67.5 contact hours

Course Objective:

When discussing grammar usage, students will have the skills to define different parts of speech and describe their usage in a sentence.

When composing business documents, students will correctly apply grammar and punctuation mechanics, as well as correct sentence structures.

Course Outcomes:

The primary objective of OA1030 is to improve communication skills (fundamental grammar skills). Knowing the parts of speech, using them correctly, and understanding how they relate to one another is an important step in creating strong writing skills. Upon successful completion of the course, students should be able to:

- identify the eight parts of speech and understand the function of each part of speech.
- understand different vocabulary terms that will allow them to participate in analyzing grammar usage and sentence structure
- compose complete sentence (simple, compound, and complex)
- correctly spell commonly misspelled words.
- apply Standard English grammar and mechanics to compose or edit text.

TRANSFERABILITY:

Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at the Alberta Transfer Guide main page <http://www.transferalberta.ca>.

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

EVALUATIONS:

Assignments	10%
Quizzes & Tests –	35%

Will consists of chapter and topic tests	
Midterm --	25%
Final Exam –	30%

In order to receive credit for OA1030, you must achieve 50 percent on the final examination. You are strongly encouraged to complete all assignments and exams—you will receive a zero (0) for any missed assignment or exam

GRADING CRITERIA:

GRANDE PRAIRIE REGIONAL COLLEGE			
GRADING CONVERSION CHART			
Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation
A ⁺	4.0	90 – 100	EXCELLENT
A	4.0	85 – 89	
A ⁻	3.7	80 – 84	FIRST CLASS STANDING
B ⁺	3.3	77 – 79	
B	3.0	73 – 76	GOOD
B ⁻	2.7	70 – 72	
C ⁺	2.3	67 – 69	SATISFACTORY
C	2.0	63 – 66	
C ⁻	1.7	60 – 62	
D ⁺	1.3	55 – 59	MINIMAL PASS
D	1.0	50 – 54	
F	0.0	0 – 49	FAIL
WF	0.0	0	FAIL, withdrawal after the deadline

STUDENT RESPONSIBILITIES:

Refer to <https://www.nwpolytech.ab.ca/about/administration/policies/fetch.php?ID=69>

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 will be permitted.

Photographing and/or recording course content is strictly prohibited.

STATEMENT ON PLAGIARISM AND CHEATING:

Cheating and plagiarism will not be tolerated and there will be penalties. For a more precise definition of plagiarism and its consequences, refer to the Student Conduct section of the College Calendar at <http://www.nwpolytech.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at <https://www.nwpolytech.ab.ca/about/administration/policies/index.html>

**Note: all Academic and Administrative policies are available on the same page.

Course Schedule/Tentative Timeline:

<u>Week</u>	<u>Topic</u>	<u>Required Reading</u>
Week 1	Course Space /Course Outline	
Week 2	References and Resources	CH 1
Week 3	Parts of Speech	CH 2
Week 4	Mastering Nouns	CH 4
Week 5	Mastering Possessives	CH 5
Week 6	Pronouns	CH 6&7
Week 7	Mastering Verbs	CH 8&9
Week 8	WINTER BREAK	
Week 9	Adjectives & Adverbs	CH 10
Week 10	MIDTERM	
Week 11	Sentence Fundamentals	CH 3
Week 12	Using Commas Correctly	CH 11
Week 13	Punctuating Sentences	CH 12
Week 14	Fine Points of Punctuation	CH 14
Week 15	Review &Final Exam	

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.