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# **DEPARTMENT BUSINESS AND OFFICE ADMINISTRATION – FALL 2018**

**OA1030 (HI/ED):** **Business Communications I – 3(4.5-0-0) 67.5 Hours**

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| **INSTRUCTOR:** | TASHIA LEPAGE | **PHONE:** | 780-865-7666 |
| **OFFICE:** | Hinton | **E-MAIL:** | [Tlepage@GPRC.ab.ca](mailto:Tlepage@GPRC.ab.ca) |
| **OFFICE HOURS:** | By Appointment | | |

## **CALENDAR 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 structure, grammar, punctuation and pronunciation. You will communicate with the English style that contributes to advancement in careers requiring excellent communication skills.

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

None

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

Smith, Leila R., *English for Careers,* 11th Edition. Upper Saddle River, New Jersey: Pearson Prentice Hall 2014

Any Canadian Edition Dictionary 2010 to current publication date.

## **DELIVERY MODE:**

Classroom Lectures, Computer Lab work

**COURSE OBJECTIVES:**

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.

**LEARNING OUTCOMES:**

The primary objective of OA 1030 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 sentences (simple, compound and complex).
* Correctly spell commonly misspelled words.
* Apply Standard English grammar and mechanics to compose and edit text.

**TRANSFERABILITY:**

*This course is not intended to be transferable to other post secondary institutions.  Consult the AB transfer guide at* [*http://www.transferalberta.ca*](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 20%

Journals 5 %

Quizzes and Tests 15%

Mid Term 20%

Final Exam 30%

Job Success Skills 10%

The students will demonstrate job success skills through:

* Regular attendance and punctuality
* Timely completion of work
* Maintain a high standard of work
* Demonstrating the ability to work independently and collaboratively
* Participating in class and within assigned group work
* Limiting the use of personal electronic equipment while in class
* **Keeping the video conference equipment off mute while class is in session.**

## **GRADING CRITERIA: (The following criteria may be changed to suite the particular course/instructor)**

Please note that most universities will not accept your course for transfer credit **IF** your grade is **less than C-**. This means **DO NOT GET LESS THAN “C-” IF YOU ARE PLANNING TO TRANSFER TO A UNIVERSITY.**

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| **Alpha Grade** | **4-point Equivalent** | **Percentage Guidelines** |  | **Alpha Grade** | **4-point Equivalent** | **Percentage Guidelines** |
| A+ | 4.0 | 90-100 |  | C+ | 2.3 | 67-69 |
| A | 4.0 | 85-89 |  | C | 2.0 | 63-66 |
| A- | 3.7 | 80-84 |  | C- | 1.7 | 60-62 |
| B+ | 3.3 | 77-79 |  | D+ | 1.3 | 55-59 |
| B | 3.0 | 73-76 |  | D | 1.0 | 50-54 |
| B- | 2.7 | 70-72 |  | F | 0.0 | 00-49 |

**STUDENT RESPONSIBILITIES:**

Please refer to:

<https://www.gprc.ab.ca./files/forms_documents/StudentRightsandResponsibilities.pdf>

\*\* NOTE: all Academic and Administrative policies are available at <http://www.gprc.ab.ca/about/administration/policies/>

**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 Admission Guide at <http://www.gprc.ab.ca/programs/calendar/>or the College Policy on Student Misconduct: Plagiarism and Cheating at [www.gprc.ab.ca/about/administration/policies/\*\*](http://www.gprc.ab.ca/about/administration/policies/**)

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

**TENTATIVE TIMELINE:**

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| Week | Topic | Required Reading(s) |
| Sept. 4-7 | References and Resources | Chapter 1 |
| Sept. 10-14 | Parts of Speech | Chapter 2 |
| Sept. 17-21 | Sentence Fundamentals | Chapter 3 |
| Sept. 18-22 | Nouns: forming Plurals | Chapter 4 |
| Sept. 24-28 | Noun: Forming Possessives | Chapter 5 |
| Oct. 1-5 | Pronouns: Types and Their Uses  Pronouns: Agreement and Writing Principles | Chapter 6/7 |
| Oct. 8-12 | Verbs: Types, Tenses and Forms | Chapter 8 |
| Oct. 15-19 | Subject-Verb agreement | Chapter 9 |
| Oct. 22-26 | Adjectives and Adverbs | Chapter 10 |
| Oct. 29 Nov. 2 | Midterm  Punctuation: The Comma | Chapter 11 |
| Nov. 5-9 | The Semicolon, colon and other marks | Chapter 12 |
| Nov. 12-16 | The Fine Points | Chapter 13 |
| Nov. 19-23 | Polished Writing Styles | Chapter 14 |
| Nov. 26-30 | Capitalization, Abbreviations and Numbers | Chapter 15 |
| Dec. 3-7 | Review | TBA |
| TBA | FINAL EXAM |  |

There will be a chapter quiz following the completion of chapters.

The Final Exam will be given on the scheduled day during the December exam week.