



DEPARTMENT BUSINESS AND OFFICE ADMINISTRATION – FALL 2019

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

INSTRUCTOR: TASHIA LEPAGE
OFFICE: Hinton
OFFICE HOURS: By Appointment

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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>

**** 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	25%
Journals	10%
Quizzes and Tests	15%
Mid Term	20%
Final Exam	30%

In order to receive credit for OA1030, **YOU MUST ACHIEVE 50 PERCENT ON THE FINAL EXAMINATION, AND A COURSE COMPOSITE GRADE OF AT LEAST D (50%).** You are strongly encouraged to complete all assignments and exams—you will receive a zero (0) for any missed assignment or exam

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.**

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/**

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

TENTATIVE TIMELINE:

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.