Grande Prairie Regional College

Department: Office Administration

COURSE OUTLINE – FALL 2008

OA1030 3(5-0-0) Business Communications I
M T TH 11:30-12:50
A305

Instructor	Cara Leaf	**Phone**	539-2879
Office	C411	**E-mail**	cleaf@gprc.ab.ca
Office Hours	M WF 10:30-11:30 (or by appointment)		

Prerequisite(s):

None

Required Text/Resource Materials:

Smith, Leila R., *English for Careers*, 9th Edition. Upper Saddle River, New Jersey: Pearson Prentice Hall, 1999.
(with the Student Prep Book)

Random House Webster Dictionary

Description:

This course will help you develop editing, proofreading, and writing skills for effective business communications. Topics covered include: dictionary use and understanding words, spelling and vocabulary development, grammar, sentence punctuation, and numbers.

Upon completing this course you will write and speak according to Standard English usage including principles of word choice, spelling, sentence construction, grammar,

punctuation, and pronunciation. You will be able to communicate in Standard English a style that contributes to success and advancement in careers requiring excellent communication skills

Credit/Contact Hours:
3 credits/75 contact hours

Delivery Mode(s):
Lecture/Lab

Grading Criteria:
Daily attendance is essential! Students are responsible for completing assignments outside of class time when necessary. If you are ill, please have a classmate inform you of the work covered that day. More than 3 missed classes may result in a recommendation of "Debarred from Exam." (See College Calendar)

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 are allowed.

Assignments –	**20%**
Quizzes & Tests –	**30%**

➤ Will consists of unit and topic tests

Midterm --	**15%**
Final Exam –	**30%**
Job Success Skills –	**5%**

➤ The students will demonstrate job success skills through:
- o Regular attendance and punctuality
- o Timely completion of work
- o Maintaining a high standard of work
- o Ability to work both independently and collaboratively
- o Participation in class and within groups

Grades will be assigned on the Letter Grading System.

Administrative Technology Department

Grading Conversion Chart

Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation
A⁺	4	90 – 100	EXCELLENT
A	4	85 – 89	
A⁻	3.7	80 – 84	FIRST CLASS STANDING
B⁺	3.3	76 – 79	
B	3	73 – 75	GOOD
B⁻	2.7	70 – 72	
C⁺	2.3	67 – 69	SATISFACTORY
C	2	64 – 66	
C⁻	1.7	60 – 63	
D⁺	1.3	55 – 59	MINIMAL PASS
D	1	50 – 54	
F	0	0 – 49	FAIL

PLAGIARISM: The penalty for plagiarism is SEVERE! It can consist of EXPULSION from the program and the institution or receiving a grade of F in the course. DO NOT DO IT!

Course Schedule/Tentative Timeline:

Week	Topic	Required Reading
Week 1	Using the Dictionary	CH 3
Week 2	Grammar for Grownups	CH 4
Week 3	Nouns	CH 5
Week 4	Pronouns	CH 6
Week 5	Verbs	CH 7
Week 6	Adjectives & Adverbs	CH 8
Week 7	**MIDTERM EXAM** The Apostrophe	Review all previous chapters CH 9
Week 8	The Secret Life of Sentences Revealed	CH 10
Week 9	Using commas, exclamation marks, periods, and question marks	CH 11
Week 10	Punctuation Potpourri	CH 12
Week 11	Word Power	CH 1
Week 12	Choose the right words	CH 2
Week 13	Review for Final EXAM	

Examinations:

There will be a chapter exam following the completion of each chapter.

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