

GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION
COURSE OUTLINE

SEP. 12 2001

OA 1030 BUSINESS COMMUNICATIONS I

- Prerequisite:** English 30 or 33 or permission of the instructor
- Instructor:** Judy Johnstone johnstone@gprc.ab.ca C202
- Textbook:** Guffy and Burke, Canadian Business English, Second Edition, Scarborough: Nelson Canada, 1999.

The Gregg Reference Manual

Random House Dictionary

Course Description:

Develops editing, proofreading, and writing skills necessary for effective business communications through the study of the use of the dictionary and understanding of words; spelling and vocabulary development, grammar, sentence punctuation, and numbers.

Course Objectives:

A. The Use of Dictionary and Understanding Words

The student will be able to:

1. Analyze words and determine their meaning
2. Understand the wealth of information in a dictionary and use it efficiently and effectively
3. Select appropriate word/words in communication
4. Correctly use the rules of word division

B. Spelling and vocabulary Development

The student will be able to:

1. Spell and define words in assigned lists
2. Use correctly the rules of capitalization

C. Sentence analysis and Correct Use of Grammar

The student will be able to:

1. Identify sentence structures for the purpose of using the correct forms of grammar
2. Know the parts of speech and use them correctly in their own writing and in editing and proofreading of material

D. Punctuation and Numbers

The student will be able to

1. Use correctly the rules of punctuation and numbers in writing, editing, and proofreading

Grading:

Assignments and tests missed will be recorded as 0. Tests missed may, by immediate consultation between the student and the instructor, be added to the final exam grade. Assignments are due on the dates set by the instructor. No late assignments or rewrites of exams are allowed.

To pass this course, you need a minimum grade of 4.

Unit Tests	60%
Quizzes	10%
Spelling	5%
Vocabulary	5%
Final	<u>20%</u>
Total	100%

All grades will be expressed in percentages and the final grade will be converted to the 9-point system.

Student Requirements: ATTENDANCE IS MANDATORY!!!!

Students participating in all learning activities can excel in their studies.

Poor attendance, late arrivals, or early departures decrease the chances of success and disrupt the learning experience for other students.

Assignments and tests are due on the dates set by the instructor only with permission of the instructor may a test be taken late or an assignment be turned in late.

Plagiarism will not be tolerated.

All assignments are to be keyboarded

Keep your work up-to-date. If you are absent, phone your study partner to find out what work you missed.

Study Partner's Name _____

Study Partner's Phone Number _____

Read your Rights & Responsibilities on page 30-40 of the College Calendar.