



**Grande Prairie Regional College
Administrative Technology
Course Outline**

**OA 1040B2 – Business Communications II
(3) (5-0-0) 75 hours**

INSTRUCTOR: Cara Leaf
Office: C411 (check my door for hours)
Office Phone: 539 – 2005
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PREREQUISITE: OA1030

TEXTBOOKS: Locker, Kaczmarek, Braun., Business Communication Building Critical Skills, Second Edition, McGraw-Hill Ryerson Limited, 2002.

Sabin, William A., et. al. The Greg Reference Manual. Fifth Canadian Edition, Toronto: McGrawHill Ryerson, 1999. (Optional)

Random House Webster Dictionary

COURSE

DESCRIPTION: The course applies the principles learned in OA 1030 to the techniques of writing different types of letters, memos and short reports. It emphasizes oral communication, punctuation and proofreading skills. This course will help students learn to write and speak for communication “payback” results, with focus on purpose, audience, information, benefits, objections, and context.

DELIVERY MODE:

Lecture/Lab

GRADING:

Daily attendance is essential! Most concepts are covered in class time, however not all assignments can be completed in class. 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, pg 35)

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.

- Research Project – 20%**
- Quizzes & Tests – 30%**
 - Will consists of unit and topic tests
- Group Projects & Assignments -- 15%**
- Final Exam – 30%**
- Job Success Skills – 5%**
 - The students will demonstrate job success skills through:
 - Regular attendance and punctuality
 - Timely completion of work
 - Maintaining a high standard of work
 - Ability to work both independently and collaboratively
 - Participation in class and within groups

The following scale will be used.

Alpha Grade	Percentage Conversion	
A+	90-100	Instructors submit grades to the Registrar’s office, which then converts them to a 4-point scale.
A	85-89	
A-	80-84	
B+	76-79	
B	73-75	
B-	70-72	
C+	67-69	
C	64-66	
C-	60-63	
D+	55-59	
D	50-54	
F	0-9	

PLAGIARISM:

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