

**GRANDE PRAIRIE REGIONAL COLLEGE
ADMINISTRATIVE TECHNOLOGY
COURSE OUTLINE**

**OA1040A3 - BUSINESS COMMUNICATIONS II
3 (5-0-0) 75 hours**

INSTRUCTOR:

Evans Forsyth
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Office Telephone: 539-2009
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TEXT:

Ettinger, Blanche, and Perfetto, Edda, COMMUNICATION FOR THE WORKPLACE An Integrated Language Approach, Second Edition, New Jersey: Prentice Hall, 2001.

Random House Webster Dictionary

PREREQUISITE:

OA 1030 or permission of the instructor.

COURSE DESCRIPTION:

This course applies the principles learned in OA1030 to the techniques of writing different types of letters, memos, and short reports. We emphasize sentence structure, grammar, punctuation, proofreading skills and oral communication.

COURSE OBJECTIVES:

1. To pursue the study of English grammar and usage in depth, especially as it applies to business communications.
2. To concentrate on developing proficiency in applying principles of style in business writing; i.e., letters, reports, and memos.
3. To learn how to give short oral presentations.
4. To provide experience in organizing and presenting reports, letters, and memos.

STUDENT REQUIREMENTS:

1. Attendance is mandatory. If you are ill you must notify your instructor. More than 5 missed classes may result in a recommendation to be debarred from exams. On the advice of the instructor and with concurrence of the Department Chair and the Registrar, a student may be debarred from an examination when attendance requirements are not met. Students debarred from an examination on the basis of attendance will be given a grade of zero on the exam.
2. Students are expected to come to class with ALL assignments and reading completed.
3. Students are expected to keep their work up-to-date. If you are absent, phone your study partner to find out the work you missed.
4. Academic dishonesty - refer to page 39 of the College Calendar.

Study Partner's Name _____

Study Partner's Phone Number _____

GRADING:

Missed exams and quizzes will be recorded as “0”. Only students with over 70% on the Quickie Killer Quizzes will be considered for the privilege of writing exams and quizzes late—at the beginning of the next class.

The following scale, subject to change, will determine the final course grade:

Tests	45%
Writing Assignments *	45%
Oral Presentation	10%
Quickie Killer Quizzes	0%

BUSINESS ENGLISH GRADING SCALE:

What is an acceptable competency level in business English? How many errors can you have in a letter, business report, memo, and still use it? Of course, the correct answer is zero—there should be no errors. As future professional office workers, you should always strive for excellence in business English.

However, you are students of English and are still learning; therefore, the following scale will be used.

Alpha Grade	Percentage Conversion	Instructors submit grades to the Registrar’s office, which then converts them to a 4-point scale.
A+	90 - 100	
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	

COURSE SPECIFIC CLASSROOM RULES

Generally, the classroom is run in a fairly relaxed manner; this is not intended to be a stressful situation. However, some behaviors are inconsiderate of other students and are not acceptable.

Quiet, private conversations are acceptable; however, conversations that can be heard by other people are distracting and therefore disruptive. Since some people do not realize their voices carry, they will be warned—if the disruption continues they will leave the classroom.

Off-topic conversations, during instruction, make it difficult for people to hear and will lead to an immediate invitation to leave the classroom.

Questions on content being covered are essential and greatly appreciated. However, off-topic questions, when content is being covered (is the exam multiple-choice/open book/when is it, telling the instructor you will be missing a future class, etc), may disrupt the sequence of instruction and will not be answered. These questions need to be asked; time will be set aside for them, or they can be asked before or after instructor-led portions of the class.

If you experience difficulty you should ask questions and see your instructor for extra help.

Course Policies:

ADMINISTRATIVE TECHNOLOGY COURSE POLICY

1. Attendance is required and will be taken at each class. If you are ill, please call your instructor. More than 3 missed classes may result in a recommendation of "Debarred from Exam." (See College calendar, p. 36)
2. In-class tests, mid-terms, and final exams must be completed at the scheduled times. Alternate or individualized examination times will not be considered. Failure to complete examinations at the scheduled times will result in a grade of zero (0).
3. If you miss a class, have a classmate call you with your assignments. You are responsible for any work missed.
4. Assignments are due on the dates set by the instructor. Assignments may be handed in early, but only in exceptional circumstances may assignments be handed in late.
5. If you miss an in-class or homework assignment, you receive a zero (0) for that assignment. Some of these assignments may be unannounced before that date. This policy may change from course to course.
6. Plagiarism will not be tolerated.
7. All assignments must be completed in order to write the final exam and complete the course.
8. 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 - College Calendar.