



Grande Prairie Regional College

Department of Office Administration

COURSE OUTLINE

OA 2040DE - Business Communications (3)

Distance Education

Instructor: Diane Kinderwater

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Prerequisite(s)/corequisite(s):

None

Required Text/Resource Materials:

- Smith, Leila R., English for Careers, 9th Edition, New Jersey: Prentice Hall, 2005
- Random House Webster's 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, and sentence punctuation. 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 in a style that contributes to success and advancement in careers requiring excellent communication skills

Credits:

3 Credits

Delivery Mode(s):

Internet, Blackboard software, e-mail, and telephone

Objectives:

A. Dictionary Use and Understanding Words:

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

B. Sentence Analysis and Correct Use Of Grammar:

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

C. Punctuation and Numbers:

- Correctly use the rules of punctuation and numbers in writing, editing, and proofreading

D. Writing Skills

- Proofreading exercises
- Creating writing exercises
- Writing various types of business letters.

Transferability:

Transferability is negotiated on a case-by-case basis with the receiving institution.

Grading Criteria:

Chapter Tests	40%
Proofreading Assignments	10%
Writing Assignments	20%
Final Exam	30%

Grades will be assigned on the Letter Grading System.

Office Administration 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