GPRC
Grande Prairie Regional College
Department of Office Administration

COURSE OUTLINE
OA 2040EC (0-0-5) Business Communications (3)
On-Line Section

Instructor: Diane Kinderwater

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250 228-5807 (Blackberry)

E-Mail Addresses: dkinderwater@gprc.ab.ca or alternate   kinderdb@shaw.ca

Contact Hours: Please call or e-mail whenever you need assistance or have concerns. If I am away from the above contact points, I will have my Blackberry to check e-mails continually. If I plan to be away for a period of time (several days), I will advise you through MOODLE. Normally I can be reached within the hour. Please leave a message on my answering machine if I do not answer. I check my e-mails and phone messages several times a day.

Prerequisite(s)/Corequisite(s):
None

Credit/Contact Hours:
3 credits   75 hours

Delivery Mode:
Internet Delivery using MOODLE software, e-mail, telephone, Blackberry

Required Text/Resource Materials:
- Smith, Leila R., English for Careers, 11th Edition, New Jersey: Prentice Hall, **OR**
- Online Version 11 Text: http://www.coursesmart.com/english-for-careers-business-professional/leila-r-smith-roberta-moore/dp/9780132605939
- Smith, Leila R., English for Careers, 10th Edition, New Jersey: Prentice Hall, **OR**
- Online Version 10 Text: http://www.coursesmart.com/english-for-careers-business-professional/leila-r-smith-roberta-moore/dp/9780135056172
- Random House Webster's Dictionary (or a current dictionary)

Required Computer Hardware & Software:

This course requires Microsoft Word (Version 2007 or 2010) for document preparation, e-mail client software with attachment capabilities and storage, and an Internet connection. In the event that a document in MOODLE does not open for you, please contact your instructor immediately so an alternate format may be sent to you.

Description:

This course will help you develop editing, proofreading, and writing skills for effective business communications. Topics include: dictionary use and understanding words and vocabulary development, grammar, and punctuation. Proofreading, creative writing and business letter-writing form the comprehensive final module. 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 using a style that contributes to success and advancement in careers requiring excellent communication skills. There is a comprehensive final exam.

Goals:

- To communicate clearly and effectively in an office environment
- To use a dictionary as an effective resource
- To produce effective written communications

Objectives: students will:

- Enlarge their business vocabulary, pronunciation, and word usage
- Use dictionaries efficiently to improve vocabulary
- Choose the dictionaries that best meet their needs
- Use online thesauruses to broaden vocabulary and language use
- Apply Standard English principles to write complete sentences to achieve clarity and emphasis
- Use bias-free language
- Identify eight parts of speech and use correct forms in writing sentences
- Incorporate appropriate punctuation in business communications
- Use clear, correct, and logical language to correctly compose and format business letters, envelopes, memoranda and e-mail.
- Compose business letters (negative, positive and persuasive)
- Proofread and edit written communications

Transferability:

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

Grading Criteria:

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

Grades will be assigned on the Letter Grading System used by Grande Prairie Regional College.

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

Statement on Plagiarism:

The instructor reserves the right to use electronic plagiarism detection services.

Notes:

You will have fifteen weeks to complete the course and materials such as course assignments, quizzes, and exams must be submitted to your instructor on a timely basis. Structure your time wisely and keep to a schedule that allows for the occasional period of time away from your studies. Do not submit the bulk of your assignments at the end of the course, or all at once, as your instructor will not have appropriate time to mark your work.