



# Grande Prairie Regional College

## School of Business

### Department: Administrative Technology

COURSE OUTLINE – WINTER 2006

## OA 2040 - Business Communications II, 1.5 (2.5-0-0)

### Self-Study Delivery

<b>Instructor</b>	Diane Kinderwater	<b>Phone</b>	Office 780 539-2783
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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, and Student Prep Book.

Random House Webster's Dictionary

Sabin, William A., et. al. The Greg Reference Manual. Fifth Canadian Edition, Toronto: McGrawHill Ryerson, 1999. (This book is optional for this course—but a good reference to have.)

#### **Description:**

OA2040 focuses on the techniques of writing different types of letters, memos and short reports. Emphasizes oral communication, grammar, punctuation and proofreading skills.

#### **Credit/Contact Hours:**

.5 Credits

38 Hours

## **Delivery Mode(s):**

Self-Study delivery

## **Objectives:**

- To write organized letters, memos and short reports.
- To use Standard English grammar and punctuation.
- To use proofreading skills.
- To improve public speaking.

## **Transferability:**

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

## **Course Schedule/Timeline:**

Subject to Change and Time Permitting

<b><u>Dates (week of)</u></b>	<b><u>Topics</u></b>	<b><u>Materials</u></b>
Jan 2	Grammar	Chapter 4
Jan 9	Nouns	Chapter 5
Jan 16	Pronouns	Chapter 6
Jan 23	Verbs	Chapter 7
Jan 30	Adjectives and Adverbs	Chapter 8
Feb 6	Punctuation	Chapter 9/11
Feb 13 +27	Punctuation Continued	Chapter 12
Mar 6	Flex week	
Mar 13	Proofreading	
Mar 20	Spelling	
Mar 27	Writing	Chapter 13
Apr 3	Presentation	Chapter 14
	Review for Final	

**Grading Criteria:**

Chapter Tests	20%
Writing Assignments	30%
Midterm Exam	20%
Final Exam	30%

Grades will be assigned on the Letter Grading System.

**Administrative Technology Department**

**Grading Conversion Chart**

<b>Alpha Grade</b>	<b>4-point Equivalent</b>	<b>Percentage Guidelines</b>	<b>Designation</b>
<b>A+</b>	<b>4</b>	<b>90 – 100</b>	<b>EXCELLENT</b>
<b>A</b>	<b>4</b>	<b>85 – 89</b>	
<b>A-</b>	<b>3.7</b>	<b>80 – 84</b>	<b>FIRST CLASS STANDING</b>
<b>B+</b>	<b>3.3</b>	<b>76 – 79</b>	
<b>B</b>	<b>3</b>	<b>73 – 75</b>	<b>GOOD</b>
<b>B-</b>	<b>2.7</b>	<b>70 – 72</b>	
<b>C+</b>	<b>2.3</b>	<b>67 – 69</b>	<b>SATISFACTORY</b>
<b>C</b>	<b>2</b>	<b>64 – 66</b>	
<b>C-</b>	<b>1.7</b>	<b>60 – 63</b>	
<b>D+</b>	<b>1.3</b>	<b>55 – 59</b>	<b>MINIMAL PASS</b>
<b>D</b>	<b>1</b>	<b>50 – 54</b>	
<b>F</b>	<b>0</b>	<b>0 – 49</b>	<b>FAIL</b>

**Plagiarism:**

Anyone handing in other student's work as their own will be removed from the course.