

OCT 22 1998

GRANDE PRAIRIE REGIONAL COLLEGE  
OFFICE ADMINISTRATION  
COURSE OUTLINE

OA2040 – BUSINESS COMMUNICATIONS

- TEXT:** Huseman, Richard, et al. Business Communication: Strategies and Skills, Fourth Canadian Edition, Toronto: Harcourt Brace & Company, 1996.
- Roberts, John A., et al. Troubleshooting: Basic Writing Skills for Canadian Students, Second Canadian Edition. Toronto: Harcourt Brace & Company, 1997.
- PREREQUISITE:** Nil
- COURSE DESCRIPTION:** Develops editing, proofreading, and writing skills necessary for effective business communications through the study of the use of grammar, spelling, punctuation, listening skills, letters, memos, reports, and oral communication.
- COURSE OBJECTIVES:** Upon completion of this course, the student will be able to:
1. understand basic grammar principles and apply them to various writing situations
  3. develop active listening
  4. define the communication process
  5. define the barriers to effective communication
  6. select the appropriate letter format for a letter/memo/report writing situation
  7. write effective letters and memos, correctly formatted according to acceptable word-processing practices
  8. prepare, organize and develop a short report
  9. make effective oral presentations

**GRADING:** The final grade will be calculated on the following activities:

Grammar Sections	30%
Letters/Memos	40%
Report	20%
Oral Presentations	10%

**STUDENT**

**REQUIREMENTS:** Regular attendance is required.

Students participating in all learning activities can excel in their studies.

Poor attendance, late arrivals, or early departures decrease the chance of success and disrupt the learning experience for other students.

Assignments are due on the dates set by the instructor. Only with the permission of the instructor may a test be taken late or an assignment be turned in late.

Plagiarism will not be tolerated.

All assignments are to be keyboarded.

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 Telephone Number \_\_\_\_\_

**INSTRUCTOR:**

Irene Nicolson, Ph. D.

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Fall, 1998