

SEP 13 2000

**GRANDE PRAIRIE REGIONAL COLLEGE  
OFFICE ADMINISTRATION  
COURSE OUTLINE**

**OA2040 – BUSINESS COMMUNICATIONS**

**TEXT:**

Guffey, Mary Ellen, Kathleen Rhodes, and Patricia Rogin.  
Business communication: Process and Product, Second Canadian Edition, Nelson Canada. Scarborough, Ontario, 1999.

Sabin, William A., et. al. The Gregg Reference Manual, Fifth Canadian Edition, McGraw-Hill Ryerson. Toronto, Ontario, 1999.

Random House Webster Dictionary

Daniels, H. Frances, et. al. Programmed Proofreading, Third Edition, South-Western Publishing, Co. Cincinnati, OH, 1992.

**PREREQUISITE:**

A course specifically designed for the OA Intensive Diploma Students. Other students may take this course with permission from the Instructor.

**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 shall be able to:

1. understand and use editing skills in the preparation of office style written communication exercises and tests
2. develop active listening skills and present an oral speech
3. define the communication process and the barriers to effective communication
4. compose and edit letters and memos, using correct format according to acceptable word-processing practices
5. prepare, organize and develop a short report

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

Exercises & Oral Report	40%
Tests	60%

**STUDENT  
REQUIREMENTS: ATTENDANCE IS MANDATORY**

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 and tests 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 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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Telephone: 539-2005 Office, and 532-2575 Residence

Fall, 2000