



# Grande Prairie Regional College

## School of Business

### Department: Administrative Technology

#### COURSE OUTLINE – FALL 2007

### OA 2040 - Business Communications I 3 (5-0-0)

|                     |                    |               |  |
|---------------------|--------------------|---------------|--|
| <b>Instructor</b>   | Evans Forsyth      | <b>Phone</b>  | Office 539-2009  |
| <b>Office</b>       | C415               |               | Residence 532-1031   |
| <b>Office Hours</b> | Tu, Th 1:00 – 2:00 | <b>E-mail</b> | <a href="mailto:forsyth@gprc.ab.ca">forsyth@gprc.ab.ca</a> |

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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:**

This course will help you develop editing, proofreading and writing skills for effective business communications. Upon completing this course, you will write and speak according to Standard English usage principles of word choice, spelling, sentence construction, grammar, punctuation and pronunciation. You will communicate with the English style that contributes to advancement in careers requiring excellent communication skills. The course focuses on the techniques of writing different types of letters, memos and short reports.

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

3 Credits

75 Hours

**Delivery Mode(s):**

Lecture, Computer Based Instruction, and the text/workbook will be used to present material. There will be approximately four writing assignments.

**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. Business Writing**

- Writing different types of letters, memos and short reports will be covered.

**Transferability:**

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

**Grading Criteria:**

**Daily punctual attendance is essential!!!** There is a direct correlation between attendance and marks. If you are ill, please call your instructor and have a classmate inform you of the work covered that day.

|                        |     |
|------------------------|-----|
| Chapter Tests          | 40% |
| Writing Assignments    | 10% |
| Mid-Term               | 20% |
| Quickie Killer Quizzes | 0%  |
| Final Exam             | 30% |

### Job Success Skills

The student will demonstrate job success skills through:

- a) Regular attendance and punctuality.
- b) Timely completion of work.
- c) Maintaining a high standard of work.

Up to 4 of your lowest chapter marks will be replaced by your final exam, based on the following:

- 90 to 100% on-time for class, 3 marks replaced.
- 81 to 90% on-time for class, 2 marks replaced.
- 71 to 80% on-time for class, 1 mark replaced.

A missed midterm will be added to the final exam.

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>                 |

**Course Schedule/Timeline:**

Subject to Change and Time Permitting

| <b><u>Dates</u></b> | <b><u>Days</u></b> | <b><u>Topics</u></b>   | <b><u>Materials</u></b> |
|---------------------|--------------------|------------------------|-------------------------|
| Sept 6, 10, 11      | 3                  | Dictionary             | Chapter 3, CBI          |
| Sept 13, 17, 18, 20 | 4                  | Grammar                | Chapter 4, CBI          |
| Sept 24, 25, 27     | 3                  | Nouns                  | Chapter 5, CBI          |
| Oct 1, 2, 4         | 3                  | Pronouns               | Chapter 6, CBI          |
| Oct 9, 11, 15       | 3                  | Verbs                  | Chapter 7, CBI          |
| Oct 16, 18, 22      | 3                  | Adjectives and Adverbs | Chapter 8, CBI          |
| Oct 23, 25          | 2                  | Midterm                | Chapter 3 – 8, CBI      |
| Oct 29, 30          | 2                  | Apostrophes            | Chapter 9, CBI          |
| Nov 5, 6, 8         | 3                  | Sentence Structure     | Chapter 10, CBI         |
| Nov 13, 15, 19, 20  | 4                  | Pauses                 | Chapter 11, CBI         |
| Nov 22, 26, 27      | 3                  | Punctuation            | Chapter 12, CBI         |
| Nov 29, Dec 3, 4    | 3                  | Writing                | Chapter 13, CBI         |
| Dec 6               | 3                  | Review for Final       | Chapter 3 - 13, CBI     |

**Examinations:**

Midterm Exam, approximately October 25

Final, during Final Exam period.

**Plagiarism:**

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

**Course Specific Classroom Rules:**

Generally, the classroom is run in a fairly relaxed manner; this is not intended to be a stressful situation. However, some behaviors are inconsiderate of other students and are not acceptable.

Quiet, private conversations are acceptable; however, conversations that can be heard by other people are distracting and therefore disruptive. Since some people do not realize their voices carry, they will be warned—if the disruption continues they will leave the classroom.

Off-topic conversations, during instruction, make it difficult for people to hear and will lead to an immediate invitation to leave the classroom.

Questions on content being covered are essential and greatly appreciated. However, off-topic questions, when content is being covered (is the exam multiple-choice/open book/when is it, telling the instructor you will be missing a future class, etc), may disrupt the sequence of

instruction and will not be answered. These questions need to be asked; time will be set aside for them, or they can be asked before or after instructor-led portions of the class.

### ADMINISTRATIVE TECHNOLOGY COURSE POLICY

1. Attendance is required and will be taken at each class. If you are ill, please call your instructor. More than 3 missed classes may result in a recommendation of "Debarred from Exam." (See College calendar, p. 36)
2. In-class tests, mid-terms, and final exams must be completed at the scheduled times. Alternate or individualized examination times will not be considered. Failure to complete examinations at the scheduled times will result in a grade of zero (0).
3. If you miss a class, have a classmate call you with your assignments. You are responsible for any work missed.
4. Assignments are due on the dates set by the instructor. Assignments may be handed in early, but only in exceptional circumstances may assignments be handed in late.
5. If you miss an in-class or homework assignment, you receive a zero (0) for that assignment. Some of these assignments may be unannounced before that date. This policy may change from course to course.
6. Plagiarism will not be tolerated.
7. All assignments must be completed in order to write the final exam and complete the course.
8. 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 Phone Number \_\_\_\_\_

**Read your Rights & Responsibilities - College Calendar.**