



Grande Prairie Regional College
School of Health, Wellness & Career Studies
Department of Business & Office Administration

COURSE OUTLINE – Fall 2020

OA1030 Business Communications I A2 3(4.5-0-0) 67.5 Hours 15 Weeks

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Office Hours T/W 11:30-1:00
Anytime By Appointment
or email

Prerequisite(s):

None

Required Text/Resource Materials:

Smith, Leila R., *English for Careers*, 11th Edition. Upper Saddle River, New Jersey: Pearson Prentice Hall, 1999.

Random House Webster Dictionary

FALL 2020 Delivery:

Remote Delivery.

This course is delivered remotely. There are no face-to-face or onsite requirements. Students must have a computer with a webcam and reliable internet connection. Technological support is available through helpdesk@gprc.ab.ca.

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.

Credit/Contact Hours:

3 credits/67.5 contact hours

Course Objective:

When discussing grammar usage, students will have the skills to define different parts of speech and describe their usage in a sentence.

When composing business documents, students will correctly apply grammar and punctuation mechanics, as well as correct sentence structures.

Course Outcomes:

The primary objective of OA1030 is to improve communication skills (fundamental grammar skills). Knowing the parts of speech, using them correctly, and understanding how they relate to one another is an important step in creating strong writing skills. Upon successful completion of the course, students should be able to:

- identify the eight parts of speech and understand the function of each part of speech.
- understand different vocabulary terms that will allow them to participate in analyzing grammar usage and sentence structure
- compose complete sentence (simple, compound, and complex)
- correctly spell commonly misspelled words.
- apply Standard English grammar and mechanics to compose or edit text.

TRANSFERABILITY:

- ** Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability

GRADING CRITERIA:

| GRANDE PRAIRIE REGIONAL COLLEGE | | | |
|--|---------------------------|------------------------------|--|
| GRADING CONVERSION CHART | | | |
| Alpha Grade | 4-point Equivalent | Percentage Guidelines | Designation |
| A⁺ | 4.0 | 90 – 100 | EXCELLENT |
| A | 4.0 | 85 – 89 | |
| A⁻ | 3.7 | 80 – 84 | FIRST CLASS STANDING |
| B⁺ | 3.3 | 77 – 79 | |
| B | 3.0 | 73 – 76 | GOOD |
| B⁻ | 2.7 | 70 – 72 | |
| C⁺ | 2.3 | 67 – 69 | SATISFACTORY |
| C | 2.0 | 63 – 66 | |
| C⁻ | 1.7 | 60 – 62 | |
| D⁺ | 1.3 | 55 – 59 | MINIMAL PASS |
| D | 1.0 | 50 – 54 | |
| F | 0.0 | 0 – 49 | FAIL |
| WF | 0.0 | 0 | FAIL, withdrawal after the deadline |

EVALUATIONS:

| | |
|--|------------|
| Assignments | 10% |
| Quizzes & Tests – Will consists of chapter and topic tests | 35% |
| Midterm -- | 25% |
| Final Exam – | 30% |

In order to receive credit for OA1030, you must achieve 50 percent on the final

examination. You are strongly encouraged to complete all assignments and exams—you will receive a zero (0) for any missed assignment or exam.

STUDENT RESPONSIBILITIES:

Daily attendance is essential! Students are responsible for completing assignments outside of class time when necessary. If you are ill, please have a classmate inform you of the work covered that day. More than 3 missed classes may result in a recommendation of "Debarred from Exam." (See College Calendar)

Assignments and tests missed will be recorded as zero. Assignments are due on the dates set by the instructor. No late assignments or rewrites of exams are allowed

STATEMENT ON PLAGIARISM AND STUDENT CONDUCT

Refer to the Student Conduct section of the College Admission Guide at <http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at www.gprc.ab.ca/about/administration/policies/**

**Note: all Academic and Administrative policies are available on the same page.

Course Schedule/Tentative Timeline:

| <u>Week</u> | <u>Topic</u> | <u>Required Reading</u> |
|--------------------|----------------------------|--------------------------------|
| Week 1 | References and Resources | CH 1 |
| Week 2 | Parts of Speech | CH 2 |
| Week 3 | Mastering Nouns | CH 4 |
| Week 4 | Mastering Possessives | CH 5 |
| Week 5 | Pronouns | CH 6&7 |
| Week 6 | Mastering Verbs | CH 8&9 |
| Week 7 | FALL BREAK | October 12-16 |
| Week 8 | Adjectives & Adverbs | CH 10 |
| Week 9 | MIDTERM | |
| Week 10 | Sentence Fundamentals | CH 3 |
| Week 11 | Using Commas Correctly | CH 11 |
| Week 12 | Punctuating Sentences | CH 12 |
| Week 13 | Fine Points of Punctuation | CH 14 |
| Week 14 | Review | |
| Week 15 | Final Exam | |

There will be a chapter exam following the completion of each chapter.
The final exam will be given on the scheduled day during the December exam week.