



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

COURSE OUTLINE – Fall 2019

OA1030 Business Communications I EC 3(4.5-0-0) 67.5 Hours

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Office Anytime By Appointment

Hours You may call me, email me or leave me a message in the General Inquiry forum on our Moodle page

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

Required Computer Hardware:

This course requires students to have access to a computer with Windows 7 or Vista Operating System, high-speed internet access, Microsoft Word 2016 and a client e-mail account with attachment capabilities.

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 including principles of word choice, spelling, sentence construction, grammar, punctuation, and pronunciation. You will be able to communicate in Standard English, a style that contributes to success and advancement in careers requiring excellent communication skills

Credit/Contact Hours:

3 credits/67.5 contact hours

Delivery Mode(s):

Internet Delivery using Moodle Software, e-mail, and telephone.

Course Objective

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.
- define and apply multiple 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.

Course Outcomes:

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

When completing assessments, student will apply grammar and punctuation rules to analyze sentence elements and structure.

When composing business documents, students will correctly apply grammar mechanics and sentence structures.

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:

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| Chapter Assignments-- | 15% |
| Quizzes & Tests-- | 30% |
| Will consists of chapter and topic tests | |
| Midterm -- | 25% |
| Final Exam-- | 30% |

In order to receive credit for OA1030, **YOU MUST ACHIEVE 50 PERCENT ON THE FINAL EXAMINATION, AND A COURSE COMPOSITE GRADE OF AT LEAST D (50%).** You are strongly encouraged to complete all assignments and exams—you will receive a zero (0) for any missed assignment or exam

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 <https://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 & Objectives</u> |
|------------------------|----------------------------|--|
| | | *Refer to our Moodle page each week for detailed instructions & Due Dates |
| Week 1 Oct 1-5 | Introduction to the Course | Read through all important introductory information on our Moodle Course Page |
| Week 1 | References and Resources | <p>After this week, you will be able to do the following:</p> <ol style="list-style-type: none"> 1.Acquire the "dictionary habit"—using dictionaries regularly to improve vocabulary, word choices, spelling, and pronunciation. 2.Locate and select the full range of information provided in dictionaries. 3.Choose a dictionary that best meets your needs for everyday use. 4.Select print and online thesauruses to broaden your vocabulary, expand your use of language, and improve your writing style. 5.Select a reference manual to revise content and correct errors in your writing. |
| Week 2 Oct 7-11 | Parts of Speech | <p>After this week, you will be able to do the following:</p> <ol style="list-style-type: none"> 1.Name and define the eight parts of speech. 2.Select the correct forms of words as different parts of speech when writing sentences. 3.Apply your knowledge of the parts of speech to English principles in your speaking and writing. |
| Week 3 Oct 15-18 | Mastering Nouns | <p>After this week, you will be able to do the following:</p> <ol style="list-style-type: none"> 1.Form regular and irregular plurals of nouns. 2.Form plurals of compound nouns. 3.Capitalize proper nouns correctly. 4.Correctly spell, pronounce, and use the words presented in this chapter. |
| Week 4 Oct. 21-25 | Mastering Possessives | <p>After this week, you will be able to do the following:</p> <ol style="list-style-type: none"> 1.Show the possessive relationship between nouns. 2.Correctly form possessives of singular and plural nouns. 3.Correctly form possessives of compound nouns. 4.Select the possessive form to write clear and concise sentences. |
| Week 5 Oct 28-Nov 1 | Pronouns | <p>After this week, you will be able to do the following:</p> <ol style="list-style-type: none"> 1.Select the correct forms of pronouns to substitute for nouns and |

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| | | <p>other pronouns.</p> <ol style="list-style-type: none"> 2. Identify pronouns used as subjects and objects. 3. Correctly form possessives of pronouns. 4. Distinguish confusing possessive pronouns and contractions. 5. Define and select correct forms of indefinite pronouns. 6. Select pronouns to make your writing free of gender bias and vague references. |
| <p>Week 6 &7 Nov. 4-8 Nov 11-15 (college is closed for Fall break Nov 8,11,12)</p> | <p>Mastering Verbs</p> | <p>After this week, you will be able to do the following:</p> <ol style="list-style-type: none"> 1. Identify verb forms in sentences. 2. Form verb tenses correctly when writing sentences. 3. Explain the difference between regular and irregular verbs. 4. Recognize irregular verbs and use the dictionary to find their correct forms. 5. Select subjects and verbs that agree in number and person. 6. Correct your speech and writing to avoid common verb errors and bad habits. |
| <p>Week 8 Nov18-22</p> | <p>Adjectives & Adverbs</p> | <p>After this week, you will be able to do the following:</p> <ol style="list-style-type: none"> 1. Explain the difference between adjectives and adverbs, and use them correctly. 2. List pointing adjectives and articles, and use them correctly. 3. Select correct forms of adjectives and adverbs to express comparisons. |
| <p>Week 9 Nov. 25-29</p> | <p>MIDTERM</p> | <p>This week you will have two practice Midterms to complete and you will write the Midterm online on Nov 29th at 6:30pm</p> |
| <p>Week 10 Dec 2-6</p> | <p>Sentence Fundamentals</p> | <p>After this week, you will be able to do the following:</p> <ol style="list-style-type: none"> 1. Identify the parts of complete sentences. 2. Define independent and dependent clauses. 3. Identify and correct sentence fragments, run-ons, and comma splices. 4. Identify and correctly punctuate transitional words and expressions in sentences. 5. Write complete sentences to achieve clarity and emphasis. |
| <p>Week 11 Dec 9-13</p> | <p>Using Commas Correctly</p> | <p>After this week, you will be able to do the following:</p> <ol style="list-style-type: none"> 1. Use commas correctly to separate a series of items or adjectives in sentences. |

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| | | <ul style="list-style-type: none"> 2. Apply commas correctly to join parts of sentences. 3. Properly place commas in sentences that contain names of locations and people, dates, abbreviations, quotations, and numbers. |
| <p>Week 12 Dec 16-20</p> <p>Week13 – Christmas break</p> | Punctuating Sentences | <p>After this week, you will be able to do the following:</p> <ul style="list-style-type: none"> 1. Apply commas, semicolons, and colons correctly to separate parts of sentences. 2. Apply sentence ending punctuation (the period, question mark, and exclamation point) correctly. 3. Apply dashes and parentheses to emphasize and de-emphasize parts of sentences. 4. Apply brackets to set off words and groups of words in sentences. |
| <p>Week 14 Dec 30- Jan 3</p> | Review Activities | Use this week to complete the final exam review |
| <p>Week 15 Jan 6-10</p> | Final Exam | The final exam will be scheduled for January 9 th at 6:00pm |

The Chapter Assignments will be due every **WEDNESDAY by midnight**. The link to access the assignments will close after that time.

There will be a chapter exam following the completion of each chapter. The chapter exam will be open every **FRIDAY at 8:30 and will close at midnight**. You must complete the exam sometime in that time period. Quizzes missed will be recorded as zero, and there are no make-up quizzes. You will only be able to open the quizzes once, so do not click and open a quiz until you are prepared to complete it.