

**Department of Business & Office Administration**

**COURSE OUTLINE – Winter 2024**

**OA1030 (EC): Business Communications I - 3(3-0-2) 75 Hours, 15 weeks**

Northwestern Polytechnic acknowledges that our campuses are located on Treaty 8 territory, the ancestral and present-day home to many diverse First Nations, Metis, and Inuit people. We are grateful to work, live and learn on the traditional territory of Duncan's First Nation, Horse Lake First Nation and Sturgeon Lake Cree Nation, who are the original caretakers of this land.

We acknowledge the history of this land and we are thankful for the opportunity to walk together in friendship, where we will encourage and promote positive change for present and future generations.

<b>Instructor</b>	<b>Cara Leaf</b>	<b>Phone</b>	780-539-2879
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<b>Office Hours</b>	T/TH 10:00-11:30 or by appointment		

**CALENDAR 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 style that contributes to advancement in careers requiring excellent communication skills. The course will also focus on the development of keyboarding speed and accuracy through proven individualized skill building drills.

**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

**DELIVERY MODE:**

Online – This type of course will be offered online. There are no set class times and students attend remotely and asynchronously.

## LEARNING OUTCOMES:

The primary objective of OA1030 is to improve communication 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.
- apply 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.
- key by touch at a minimum of 30 net words per minute on five-minute copy timed writings.

## TRANSFERABILITY:

Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at the Alberta Transfer Guide main page <http://www.transferalberta.alberta.ca>.

\*\* 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**

## EVALUATIONS:

Assignments	10%
Quizzes & Tests –	20%
Midterm --	25%
Timed Writings	15%
Final Exam –	30%

**To receive credit for OA1030, you must achieve a minimum score of 30 NWAM on the final timed writings.**

## GRADING CRITERIA:

Alpha Grade	4-point Equivalent	Percentage Guidelines	Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	95-100	C+	2.3	67-69
A	4.0	85-94	C	2.0	63-66
A-	3.7	80-84	C-	1.7	60-62
B+	3.3	77-79	D+	1.3	55-59
B	3.0	73-76	D	1.0	50-54
B-	2.7	70-72	F	0.0	00-49

**COURSE SCHEDULE/TENTATIVE TIMELINE:**

<b>Week &amp; Topic</b>	<b>Required Reading</b>
Week 1 Course Outline	Read all important documentation in Welcome area and create a Typing Club account
Week 2 References and Resources	Read Chapter 1 Skill Building – Getting started
Week 3 Parts of Speech	Read Chapter 2 Skill Building – Home Row & Top Row
Week 4 Mastering Nouns	Read Chapter 4 Skill Building – Bottom Row
Week 5 Mastering Possessives	Read Chapter 5 Skill Building – Working on Speed
Week 6 Pronouns	Read Chapters 6 & 7 Skill Building – Capitals: using the Shift key
Week 7 Winter Break	Winter Break
Week 8 Mastering Verbs	Read Chapters 8&9 Skill Building – Common Patterns
Week 9 Adjectives & Adverbs	Read Chapter 10 Skill Building –Keying Numbers
Week 10 MIDTERM	Study for Midterm (Chapter 1-10) Skill Building –Common Patterns 2
Week 11 Sentence Fundamentals	Read Chapter 3 Skill Building –Typing with Symbols
Week 12 Using Commas Correctly	Read Chapter 11 Skill Building –Common Patterns 3
Week 13 Punctuating Sentences: Colon & Semi Colon, Parentheses, Dashes	Read Chapter 12 Skill Building – Advanced Level 1
Week 14 Fine Points of Punctuation	Read Chapter 13 & 14 Skill Building – More Symbol & Tricky Words
Week 15 Final Exam	Exam time set during Exam Week Zoom exam for Skill Building Date posted in D2L

**\* There will be a chapter exam following the completion of each chapter.**

**\*\* The final exam will be given on the scheduled day during the exam week. The skill building portion of the final must be completed in Zoom in order to assess your touch typing.**

**STUDENT RESPONSIBILITIES:**

Refer to the College Policy on Student Responsibilities

Assignments, quizzes, 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

All skill building drill work must be completed in order to attempt the final timings. Only those timed writings completed using prescribed touch-typing techniques will be accepted for grading. Net Words per Minute will be determined by five-minute timings, completed in front of instructor during a zoom meeting.

**STATEMENT ON PLAGIARISM AND CHEATING:**

Academic Misconduct will not be tolerated. For a more precise definition of academic misconduct and its consequences, refer to the Student Rights and Responsibilities policy available at <https://www.nwpolytech.ca/about/administration/policies/index.html>.

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