

OA 120 A Business Communications I

3 Credits, 5 hours lecture

Good communication skills, more than any other factor, determine who gets the good job, who does the job well, and who gets the promotion. This course is designed to provide a firm foundation for effective business communications - both written and oral. Practical principles of grammar and punctuation will be mastered by the student. Spelling and vocabulary expertise is developed with emphasis placed on terminology used in today's electronic office.

Prerequisites and/or co-requisites: None

Instructor

Amani Edwards

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Office Hours

Monday 12:00 p.m. to 12:50 p.m.

Tuesday 12:30 p.m. to 1:20 p.m.

Wednesday 11:30 a.m. to 12:20 p.m.

Thursday 12:00 p.m. to 12:50 p.m.

Friday 12:00 p.m. to 12:00 p.m.

Hours of Instruction

Monday 1:00 p.m. to 3:50 p.m. S107

Wednesday 1:00 p.m. To 2:50 p.m. S107

Required Resources

College English and Business Communication – 10th edition. Sue Camp, Marilyn Satterwhite. McGraw-Hill Education; ISBN: 0073397121

Course Outcomes

Upon successful completion of this course, the student shall be able to:

- Apply the fundamentals of standard English grammar to both oral and written communication.
- Use appropriate punctuation in written communication.
- Recognize the importance of accurate spelling in business communication.
- Use a thesaurus, a dictionary, and other reference books to increase knowledge of words.
- Develop and apply efficient proofreading techniques.
- Recognize the importance of building a business vocabulary.
- Demonstrate an appreciation of the importance for accurate and effective communication in today's electronic office.

Evaluation

In-class participation/homework.....	11%
Quizzes/Tests.....	40%
Assignments/Projects.....	24%
Final Exam	25%
Total	100%

A grade of C- is required for progression.

Office Administration Grading System

The minimum standard for passing this course is a grade of C- (60%).

Descriptor	Alpha Grade	4.0 Scale	Percent
Excellent	A+	4.0	> 98.9
	A	4.0	95 – 98.9
	A-	3.7	90 – 94.9
Good	B+	3.3	85 – 89.9
	B	3.0	80 – 84.9
	B-	2.7	75 – 79.9
Satisfactory	C+	2.3	70 – 74.9
	C	2.0	65 – 69.9
Progression	C-	1.7	60 – 64.9
Poor	D+	1.3	55 – 59.9
Min Pass	D	1.0	50 – 54.9
Failure	F	0.0	< 50

Proposed Schedule of Topics

Please Note:

Date and time allotted to each topic is subject to change.

	Monday	Wednesday
Sept 3 & 5 Week 1	STAT	Introduction, Course Outline, Moodle
Sept 10 & 12 Week 2	Chapter 1 Communicating in Everyday Life	Chapter 1 Assignment Chapter 1 Quiz
Sept 17 & 19 Week 3	Chapter 2 Interpreting Communication Library Session Spelling Test 1	Chapter 2 Assignment Chapter 2 Quiz
Sept 24 & 26 Week 4	Chapter 3 Communicating Globally Group Project	Chapter 3 Assignment Chapter 3 Quiz
Oct 1 & 3 Week 5	4.1 The Parts of Speech Spelling Test 2	4.2 The Sentence
Oct 8 & 10 Week 6	STAT	4.3 Verbs
Oct 15 & 17 Week 7	4.4 Predicate Agreement	Chapter 4 Assignment Chapter 4 Quiz
Oct 22 & 24 Week 8	Section 5.1 Nouns: Plural Forms Spelling Test 3	Section 5.2 Nouns and Pronouns: Possessive Forms
Oct 29 & 31 Week 9	Section 5.3 Pronouns: Nominative and Objective Forms	Chapter 5 Assignment Chapter 5 Quiz
Nov 5 & 7 Week 10	6.1 Conjunctions 6.2 Prepositions Spelling Test 4	6.3 Adjectives Section 6.4 Adverbs
Nov 12 & 14 Week 11	STAT	Chapter 6 Assignment Chapter 6 Quiz
Nov 19 & 21 Week 12	Spelling Test 5	7.1 Sentence Enders 7.2 Commas
Nov 26 & 28 Week 13	7.3 Semicolons, Colons, and Dashes	7.4 Quotation Marks, Parentheses, and Apostrophes
Dec 3 & 5 Week 14	Chapter 7 Assignment Chapter 7 Quiz	Final Exam Review
Dec 10 to 18 Week 15	FINAL EXAM DAYS	

Performance Requirements

Student Responsibilities

It is your responsibility as a student to contact the Office of the Registrar to complete the forms for Withdrawal or Change of Registration, and any other forms. Please refer to the list of important dates as noted in the Academic Schedule in the Keyano College credit calendar.

More specific details are found in the Student Rights and Student Code of Conduct section of the Keyano College credit calendar. It is the responsibility of each student to be aware of the guidelines outlined in the Student Rights and Student Code of Conduct Policies.

Student Attendance

Class attendance is useful for two reasons. First, class attendance maximizes a student's learning experience. Second, attending class is a good way to keep informed of matters relating to the administration of the course (e.g., the timing of assignments and exams). Ultimately, you are responsible for your own learning and performance in this course.

It is the responsibility of each student to be prepared for all classes. Students who miss classes are responsible for the material covered in those classes and for ensuring that they are prepared for the next class, including the completion of any assignments and / or notes that may be due.

Academic Misconduct

Students are considered to be responsible adults and should adhere to principles of intellectual integrity. Intellectual dishonesty may take many forms, such as:

- Plagiarism or the submission of another person's work as one's own
- The use of unauthorized aids in assignments or examinations (cheating)
- Collusion or the unauthorized collaboration with others in preparing work
- The deliberate misrepresentation of qualifications
- The willful distortion of results or data
- Substitution in an examination by another person
- Handing in the same unchanged work as submitted for another assignment
- Breach of confidentiality.

The consequences for academic misconduct range from a verbal reprimand to expulsion from the College. More specific descriptions and details are found in the Student Rights and Student Code of Conduct section of the Keyano College credit calendar. It is the responsibility of each student to be aware of the guidelines outlined in the Student Rights and Student Code of Conduct Policies.

In order to ensure your understanding of the concept of plagiarism, you must successfully complete the online tutorial found on ilearn.keyano.ca. Then print the certificate, sign it, and show it to each of your instructors. Your course work will not be graded until you show this signed certificate.

Specialized Supports

The Student Academic Support Services (SASS) department: Accessibility Services, Skill Centre and Wellness Services, work together to support student success at Keyano College.

Accessibility Services (CC167) supports student success through group and individualized instruction of learning, study and test taking strategies, and adaptive technologies. Students with documented disabilities, or who suspect a disability, can meet with the Learning Strategists to discuss accommodation of the learning barriers that they may be experiencing. Students who have accessed accommodations in the past are encouraged to visit our office at their earliest opportunity to discuss

the availability of accommodations in their current courses. Individual appointments can be made by calling 780-791-8934

Skill Centre (CC119) provides a learning space where students can gather to share ideas, collaborate on projects and get new perspectives on learning from our tutorial staff. Students visiting the centre have access to one-to-one or group tutoring, facilitated study groups, and assistance in academic writing. The Skill Centre's Peer Tutor program provides paid employment opportunities for students who have demonstrated academic success and want to share what they have learned. Tutoring is available free to any students registered at Keyano College on a drop in basis, from 9:00 am to 5:00 pm Monday through Friday. Additional evening hours are subject to tutor availability and are posted in the Skill Centre.

Wellness Services (CC260) offers a caring, inclusive, and respectful environment where students can access free group and individual support to meet academic and life challenges. Mental Health Coordinators offer a safe and confidential environment to seek help with personal concerns. The Mindfulness Room in CC260 is available as a quiet space for students to relax during regular office hours. Wellness Service welcomes students to participate in any of the group sessions offered throughout the academic year addressing such topics as Mindfulness and Text Anxiety. Individual appointments can be made by calling 780-791-8934.

Please watch your Keyano email for workshop announcements from our Student Academic Support Services team.