

OA 120, Business Communications I

3 credits, 5 hours lecture

Course Description

Good communication skills, more than any other factor, determine who gets the good job, who does that 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.

Pre and Co-requisites

None

Course Learning Outcomes (CLOs)

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

CLO 1 Apply the fundamentals of standard English grammar to both oral and written communication.

CLO 2 Use appropriate punctuation in written communication.

CLO 3 Recognize the importance of accurate spelling in business communication.

CLO 4 Use a thesaurus, a dictionary, and other reference books to increase knowledge of words.

CLO 5 Develop and apply efficient proofreading techniques.

CLO 6 Recognize the importance of building a business vocabulary.

CLO 7 Demonstrate an appreciation of the importance for accurate and effective communication in today's electronic office.

Evaluation

Assessment Type	Percentage
Projects/Assignments	42%
Quizzes/Tests	38%
Final Exam	20%
Total	100%

Course Completion Requirements

Minimum passing mark of 50% or D is required.

Grading Scale

4.0 Grade Scale	Alpha Grade	Percentage Grade
4.0	A+	93-100
4.0	A	85-92.9
3.7	A-	80-84.9
3.3	B+	77-79.9
3.0	B	74-76.9
2.7	B-	70-73.9
2.3	C+	67-69.9
2.0	C	64-66.9
1.7	C-	60-63.9
1.3	D+	55-59.9
1.0	*D	50-54.9
0.0	F	0-49.9

Land Acknowledgement

We respectfully acknowledge that Keyano College is on Treaty No. 8 Territory, the ancestral and traditional territory of the Cree, Dene, and Métis people.

Review Date: March 4, 2024

Every effort has been made to ensure that information in this course outline is accurate at the time of publication. Keyano College reserves the right to change courses if it becomes necessary so that course content remains relevant. In such cases, the instructor will give the students clear and timely notice of the changes.

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