

Business Department / Office Administration Diploma

Winter 2014

Reports & Proposals – OA 221 A

3 credits, 16 weeks, 3hours

Students will learn how to research and write both formal and informal reports and proposals. Particular attention will be paid to structure, content, and language. The use of proofreading techniques, correct grammar, and “Plain English” concepts will be emphasized in all writing assignments. Students will also become familiar with a “Business Plan” as well as various formats for meeting minutes and agendas. This course also includes an overview of job search techniques. Students will update their resumes and compile a professional portfolio.

Prerequisites and/or co-requisites: OA 122 and OA 146 or equivalent

Instructor

Pam Wenaus
Office location: S111E
Phone number: 780-791-8956
pam.wenaus@keyano.ca

Office Hours

Monday	10:00	a.m.	to	10:50	a.m.
Tuesday	10:00	a.m.	to	10:50	a.m.
Wednesday	11:00	a.m.	to	12:50	p.m.
Thursday	10:00	a.m.	to	10:50	a.m.

Hours of Instruction

Wednesday 8:00 a.m. to 10:50 a.m.

Required Resources

Workplace Communication: Process and Product, Steven Gerson and Sharon Gerson, Prentice Hall, ISBN-13: 9780132288088

Course Outcomes

1. Identify and apply basic report-writing elements pertaining to structure, content, and language.
2. Research and write an informal, semi-formal, and formal report.
3. Differentiate in both content and format between an informal and a formal proposal, and between an informal and formal report.
4. Research and write an informal proposal.
5. Incorporate grammar, punctuation, and word usage principles common to standard business English into writing reports and proposals.
6. Understand and apply the principles of “Plain English” to report and proposal writing.
7. Understand and apply the principles and procedures of taking minutes in various settings.
8. Understand the purpose and format of a “Business Plan”.
9. Use the Internet and library to research reference material.
10. Prepare job search documents: resume, web portfolio, business cards.

Evaluation

Assignments	50%
Quizzes	25%
Final Project	25%
Total.....	100%

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

Performance Requirements

1. Student Attendance

Class attendance is useful for two reasons. First, class attendance maximizes a students’ learning experience. Second, attending class is a good way to keep informed of matters relating 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. Please refer to page 32 of the Credit Calendar.

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.

2. Academic Misconduct (page 32 of the Credit Calendar)

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

Penalties for academic offences may range from a verbal reprimand to dismissal from the College, and in certain circumstances may involve legal action.

3. Accommodation for Students with Disabilities

The College will provide reasonable accommodation to students with disabilities in order to promote academic success. If you require accommodation, contact the Learner Assistance Program Office at 792-5608 to initiate the process for documenting, assessing and implementing your individual accommodation needs. In addition, tutoring services are available at the SKILL Centre (Room 119)

Due Dates

Late assignments will be penalized 10% per day. No late assignments will be accepted once the instructor has marked and returned the assignment in question (unless there are extenuating circumstances such as illness or death in the family).

Assignments

All assignments must be submitted in hard copy and retained in electronic format in students' files. I highly recommend that students purchase a flash drive in order to store course assignments in easily accessible format. Participation on Moodle is a required component of the course. Please pay careful attention to the information on Academic Misconduct and Discipline for behavior such as cheating and plagiarism. The penalty for such behaviour is a zero on the assignment and no opportunity to resubmit the assignment.

Teaching and Learning Methodologies

A wide variety of teaching and learning methodologies are used to appeal to a broad range of learning styles such as Visual, Auditory, Read/Write, Kinesthetic/Tactile, and Multimodal learners. Lectures, PowerPoints, videos, research and writing projects, team activities, student presentations, social media explorations, career fairs, and field trips are all used in the class.

Important Dates to Remember

Jan 1	New Year Day, College closed.
Jan 6	Winter Semester begins for academic programs.
Jan 10	Last day to add courses for academic programs. Winter semester fees due.
Jan 17	Last day to drop courses for academic programs.
Jan 31	Last day to withdraw from course(s) with a 50% refund.
Feb 17	Family Day, College closed.
Feb 24 - Feb 28	Reading Week, no classes for academic programs.
Mar 7	Last day to withdraw from course(s) without academic penalty.
Apr 17	Last day of classes for students in Certificate, Diploma, and University Programs.
Apr 18	Good Friday, College closed.
Apr 21	Easter Monday, College closed.
Apr 22 - 30	FINAL EXAM PERIOD.

Proposed Schedule

Class Schedule: See the class schedule, topics, and readings as attached.

Please Note:

This course outline may be modified to facilitate unforeseen time constraints. Date and time allotted to each topic is subject to change.

Tentative Course Schedule

		ASSIGNMENTS
Week 1 - Jan 8	TOPICS: Basics of Written Communication; Grammar, Word Usage, Punctuation, Proofreading Techniques; Grammar Self-Test READINGS: <i>Posted Documents</i>	Individual Writing Assignment
Week 2 - Jan 15	TOPICS: Introduction of Workplace Communication; The Writing Process READINGS: Chapter 1, Appendix A, <i>Workplace Communication Process and Product</i> ; <i>Posted Documents</i>	Individual Writing Assignment
Week 3 - Jan 22	TOPICS: Essential Goals of Workplace Communication; Audience, Accuracy, and Clarity READINGS: Chapter 2, <i>Workplace Communication Process and Product</i> ; <i>Posted Documents</i>	Individual Writing Assignment
Week 4 - Jan 29	TOPICS: Visual Communication and Page Layout READINGS: Chapter 3, <i>Workplace Communication Process and Product</i> ; <i>Posted Documents</i>	Individual Writing Assignment
Week 5 - Feb 5	TOPICS: Job Search; Career Fair Preparation READINGS: Chapter 9, <i>Workplace Communication Process and Product</i> ; <i>Posted Documents</i>	Transferable skills; Resume; Business Cards
Week 6 - Feb 12	TOPICS: Proposals and Long Reports READINGS: Chapter 7, <i>Workplace Communication Process and Product</i>	Proposal Assignment Final Project Assignment - Part A
Week 7 - Feb 19	TOPIC: Proposals and Long Reports READINGS: <i>Posted Documents</i>	Proposal Assignment Continued
Week 8 - Feb 26	Reading Week: No Classes	
Week 9 - Mar 5	TOPICS: Short Reports READINGS: Chapter 6, <i>Workplace Communication Process and Product</i> ; <i>Posted Documents</i>	Short Report Assignment Final Project Assignment - Part B
Week 10 - Mar 12	TOPICS: Semi-Formal Reports READINGS: <i>Posted Documents</i>	Semi-Formal Report Assignment Final Project Assignment - Part C
Week 11 - Mar 19	TOPICS: Minutes and Meetings READINGS: <i>Posted Documents</i>	Minutes Assignment Final Project Assignment - Part D
Week 12 - Mar 26	TOPICS: Job Search READINGS: Chapter 9, <i>Workplace Communication Process and Product</i>	Portfolio Assignment
Week 13 - Apr 2	TOPICS: <i>Job Search</i> READINGS: <i>Posted Documents</i>	Portfolio Assignment Continued
Week 14 - Apr 9	TOPICS: Business Plans and Entrepreneurship READINGS: <i>Posted Documents</i>	Business Plan Assignment Final Project Assignment - Part E
Week 15 - Apr 16	TOPICS: Technical Applications; Instructional Documents READINGS: Chapter 8, <i>Workplace Communication Process and Product</i> ; <i>Posted Documents</i>	Instructional Document Assignment Final Project Assignment - Part F