



EFFECTIVE: JANUARY 2002

CURRICULUM GUIDELINES

A: Division: **Instructional** Date: **SEPTEMBER 2001**
B: Department/ **Commerce & Business Admin.** New Course Revision
 Program Area: **Office Administration**

If Revision, Section(s) Revised:

Date Last Revised:

C: OADM 107 D: Business English E: 3 credits

Subject & Course No.	Descriptive Title	Semester Credits
<p>F: Calendar Description: This course focuses on correct English usage in a business environment and provides a comprehensive review of grammar, punctuation, and style as well as business spelling and vocabulary development. The course materials are presented in small, easily manageable learning segments.</p>		
<p>G: Allocation of Contact Hours to Types of Instruction/Learning Settings</p> <p>Primary Methods of Instructional Delivery and/or Learning Settings:</p> <p>Online learning</p> <p>Number of Contact Hours: (per week / semester for each descriptor)</p> <p>6 hours per week</p> <p>Number of Weeks per Semester:</p> <p>15 Weeks X 6 Hours Per Week = 90 Hours</p>	<p>H: Course Prerequisites:</p> <p>OADM 104</p> <hr/> <p>I: Course Corequisites:</p> <p>nil</p> <hr/> <p>J: Course for which this Course is a Prerequisite:</p> <p>nil</p> <hr/> <p>K: Maximum Class Size:</p> <p>24</p>	
<p>L: PLEASE INDICATE:</p> <p><input type="checkbox"/> Non-Credit</p> <p><input checked="" type="checkbox"/> College Credit Non-Transfer</p> <p><input type="checkbox"/> College Credit Transfer: Requested <input type="checkbox"/> Granted <input type="checkbox"/></p> <p>SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS (www.bccat.bc.ca)</p>		

M: Course Objectives/Learning Outcomes

Upon completion of this course, the learner will have demonstrated the ability to:

1. Apply the basic principles of grammar, punctuation, and style
2. Demonstrate business vocabulary and spelling skills
3. Proofread and edit written communications
4. Write grammatically correct sentences

N: Course Content

1. Reference Skills
2. Parts of Speech
3. Sentences: Elements, Patterns, Types
4. Nouns
5. Possessive Nouns
6. Personal Pronouns
7. Pronouns and Antecedents
8. Verbs: Kinds, Voices, Moods
9. Verb Tenses and Parts
10. Verb and Subject Agreement
11. Verbals
12. Modifiers: Adjectives and Adverbs
13. Prepositions
14. Conjunctions to Join Equals
15. Commas
16. Semicolons and Colons
17. Other punctuation
18. Capitalization
19. Numbers
20. Effective Sentences

O: Methods of Instruction

Communications between instructor and students will be conducted online using the course email, bulletin board and chat utilities. The instructor will guide the students through a series of learning objectives using motivation and online instruction. The assigned readings, together with the reinforcement exercises, are the principal learning activities. Additional materials and resources are available online.

P: Textbooks and Materials to be Purchased by Students

Canadian Business English, 2nd Ed.
Guffey, Mary Ellen and Patricia Burke

Recommended Text / Materials

Gregg Reference Manual or Pitman Office Handbook

Dictionary (A current college-level Canadian dictionary is preferred).

Note: These books may be purchased through your local college bookstore. If they are unavailable, please contact your instructor

Q: Means of Assessment

There is an online test at the end of each unit of study as well as a comprehensive final exam.
Graded assignments include proofreading exercises and Internet research.

Unit Tests (online)	75%
Graded assignments	5%
Final Exam (invigilated)	<u>20%</u>
	<u>100%</u>

Note: The registering college will assign letter grades.

R: Prior Learning Assessment and Recognition: specify whether course is open for PLAR

The course is open to PLAR by:

1. Portfolio presentation and/or
2. Challenge exam.

Course Designer(s): **Julie Crothers**

Education Council/Curriculum Committee Representative

Dean/Director: **Jim Sator**

Registrar: **Trish Angus**