



**I. COURSE DESCRIPTION:**

Effective use of language is a necessity for the office administration professional. Students will build their language skills by exploring reference options and learning the basic components of the complete sentence. The role of the individual parts of speech and the standard rules of punctuation, capitalization, and number usage will be studied. Students will learn to write concise, meaningful sentences using an appropriate business vocabulary. Proofreading/editing/spelling skills will be emphasized throughout the course.

**II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:**

Upon successful completion of this course, the student will demonstrate the ability to:

1. Identify and use correctly the dictionary and other reference materials (both paper-based and electronic).

Potential Elements of the Performance:

- Identify three types of dictionaries and their contents
- Use a dictionary confidently to determine spelling, meaning, pronunciation, syllabication, accent, work usage, and word history
- Access electronic dictionaries and reference materials
- Utilize The Gregg Reference Manual

2. Identify and use correctly the eight parts of speech.

Potential Elements of the Performance:

- Recognize nouns, pronouns, verbs, adjectives, adverbs, prepositions, conjunctions, and interjections
- Recognize the function of each part in sentences
- Compose simple and complex sentences accurately

3. Utilize punctuation marks, numbers, and capitalization appropriately.

Potential Elements of the Performance:

- Identify the function of commas, semi-colons, colons, and other commonly used punctuation
- Apply the rules of number usage and capitalization correctly

4. Apply proofreading and editing techniques to common business

correspondence.

Potential Elements of the Performance:

- Identify the common proofreader marks used in editing
- Find errors of spelling, grammar, punctuation, number usage, capitalization, and vocabulary in typical business documents

**III. TOPICS:**

1. Reference Skills
2. Nouns
3. Verbs
4. Adjectives and Adverbs
5. Prepositions
6. Conjunctions
7. Commas
8. Semicolons and Colons
9. Capitalization
10. Numbers
11. Spelling and Vocabulary Skills

**IV. REQUIRED RESOURCES/TEXTS/MATERIALS:**

Canadian Business English, 5th Edition by Mary Ellen Guffey and Patricia Burke. ISBN 0-17-644026-7

The Gregg Reference Manual, 8th Canadian Edition by Sabin et al. ISBN 0-07-09193-10

Three (3) file folders labeled with student name and course code

USB Memory Stick

**V. EVALUATION PROCESS/GRADING SYSTEM:****Final Grade:**

Regular quizzes will be held throughout the course to test student progress.

Test #1	<b>15%</b>
Test #2	<b>15%</b>
Test #3	<b>15%</b>
Test #4	<b>15%</b>
Test #5	<b>15%</b>
Test #6	<b>15%</b>
Assignments/Participation	<b><u>10%</u></b>
<b>TOTAL</b>	<b>100%</b>

The following semester grades will be assigned to students in post-secondary courses:

<u>Grade</u>	<u>Definition</u>	<u>Grade Point Equivalent</u>
A+	90 - 100%	4.00
A	80 - 89%	4.00
B	70 - 79%	3.00
C	60 - 69%	2.00
D	50-59%	1.00
F (Fail)	49% and below	0.00
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field/clinical placement or non-graded subject areas.	
U	Unsatisfactory achievement in field/clinical placement or non-graded subject area.	
X	A temporary grade limited to situations with extenuating circumstances giving a student additional time to complete the requirements for a course.	
NR	Grade not reported to Registrar's office.	
W	Student has withdrawn from the course without academic penalty.	

**VI. SPECIAL NOTES:**

Sault College is committed to student success. There is a direct correlation between academic performance and class attendance; therefore, for the benefit of all its constituents, all students are encouraged to attend all of their scheduled learning and evaluation sessions. This implies arriving on time and remaining for the duration of the scheduled session.

It is the student's responsibility to be familiar with the course outline and *Office Administration–Executive Student Manual*. These documents provide classroom policies that must be followed.

Students are expected to check college e-mail twice daily as a minimum to ensure timely communication of course information.

Regular attendance and participation is expected to ensure course information is communicated to all students. In-class observation of student work and guidance by the professor aids student success. Lectures will not be repeated in subsequent classes. A study partner/group is invaluable for notes in the event of an unavoidable absence but must not be depended upon for frequent absences.

Students are expected to demonstrate respect for others in the class.

Classroom disturbances will be dealt with through an escalating procedure as follows:

- One verbal warning from professor
- One e-mail notification from professor
- Meeting with the dean which may result in suspension or expulsion

Producing accurate work is fundamental to this course. Marks will be deducted for inaccuracies.

Keyboarding proficiency is an integral component of the Office Administration–Executive program. Students who are unable to keyboard with touch type techniques should be practising their skills on a daily basis. *All the Right Type* typing tutor software is located in the E-wing computer labs and in the Learning Centre. Visit <http://www.ingenuityworks.com/> for more information on purchasing All the Right Type for home use.

It is expected that 100 percent of classroom work be completed as preparation for the tests. All work must be labeled with the student's name and the project information on each page. If required, work must be submitted in a labeled folder complete with a plastic CD pocket. The college network (S:/My Documents) should be used as the primary workspace. Students are responsible for maintaining back-ups of all completed files using either a memory stick (USB) or CD.

Students are expected to be present to write all tests during regularly scheduled classes. During tests, students are expected to keep their eyes on their own work. Academic dishonesty will result in a grade of zero (0) on the test for all involved parties. A missed test will receive a zero (0) grade.

Tests will not be "open book." Students must ensure that they have the appropriate tools to do the test.

Test papers may be returned to the student after grading in order to permit verification of the results and to review the tests. However, the student must return all test papers to the professor who will keep them on file for two weeks after the semester finish date. Any questions regarding the grading of individual tests must be brought to the professor's attention within two weeks of the date test papers are returned in class.

In the event of a failed course grade, a supplementary test will be administered at the end of the semester to those students who have attended 75 percent of classes and have completed the course work. The mark achieved on the supplemental will replace the lowest failed test for the final grade calculation. An appropriately labeled USB/CD containing completed daily work MUST be available with the test if requested by the professor.

## **VII. COURSE OUTLINE ADDENDUM:**

The provisions contained in the addendum located on the portal form part of this course outline.