EFFECTIVE: SEPTEMBER 2004
CURRICULUM GUIDELINES

A.	Division:	Instruction	Effective Date:		September 2004	
B.	Department / Program Area:	Commerce & Business Admin. Office Administration	Revision	X	New Course	
			If Revision, Section(s) Revised:		C, J, P	

ures **E:** 3

Subject & Course No.	Descriptive Title	Semester Credits

F: Calendar Description: This course is designed to enhance written and oral business communiwrin8 T3(Carin03594967 499.620

messages are addressed. Composit

cation of Contact Hours to Type of Instruction / Learning Settings

11 with a grade of "C" or better

Primary Methods of Instructional Delivery and/or Learning Settings: or equivalent.

Lectures and Seminars

Number of Contact Hours: (per week / semester for each descriptor)

Lecture: 4 Hours
Total: 4 Hours

Number of Weeks per Semester:

15 Weeks X 4 Hrs per Week = 60 Hours.

K: Maximum Class Size:

30

L: PLEASE INDICATE**:**

	Non-Credit
X	College Credit Non-Transfer
	College Credit Transfer: Requested ☐ Granted ____

7.2 presentation
- 7.2.1 group reporting
- 7.2.2 individual speech

8. Message Transmission
- 8.1 electronic mail
- 8.2 local area network
- 8.3 teleconferencing
- 8.4 voice mail
- 8.5 facsimile

O: Methods of Instruction

Students will learn through short lectures and discussion, group activities, and practice in writing and revising business correspondence and in delivering oral presentations. Peer assessments and self-assessments will be incorporated.

P: Textbooks and Materials to be Purchased by Students

Guffey, Mary and Brendan Nagel. Essentials of Business Communication, Latest Canadian Edition. Scarborough: Nelson Canada

OADM 1240 Business Communications and Procedures Assessment Forms

Q: Means of Assessment

Assignments/Revisions	20
* Presentation	10
Employability Skills	5
Midterm Test	20
Written communication tests (min. 3)	45%
	100%

* STUDENTS MUST COMPLETE THE ORAL PRESENTATION IN ORDER TO RECEIVE CREDIT FOR THE COURSE.

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

This course is open for PLAR.

Course Designer(s): Nancy Oike

Education Council / Curriculum Committee Representative

Dean / Director: Rosilyn G. Coulson

Registrar: Trish Angus

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Date of Current Revision: October 2004