OFAD-130 – Business English Essentials

Office Administration

Effective Term & Year: Fall 2023
Course Outline Review Date: 2028-03-01

Program Area: Office Administration

Description:

Business English Essentials helps student to develop language skills necessary for written business documents, presentations and email correspondence and to communicate effectively in an office environment. The course emphasizes writing skills with a focus on editing and proofreading. Topics covered include spelling, grammar, punctuation, capitalization, and number usage.

Program Information:

This course is required for the Office Administration Certificate.

Delivery Methods: Online

Credit Type: College of the Rockies Credits

Credits: 3.5

Instructional Activity and Hours:

Activity	Hours
Classroom, Directed Studies or Online Instruction	180
Seminar/Tutorials	
Laboratory/Studio	
Practicum/Field Experience	
Co-op/Work Experience	

Other	
Total	180 hours to be completed over 12 weeks

Course Requisites:

None

Flexible Assessment: Yes

In some cases students may be able to apply for recognition of prior learning outside the classroom. This flexible assessment process provides equivalent course credit. It is a rigorous process that may include external evaluation, worksite assessment, demonstration, standardized test, self-assessment, interview, products/portfolio, and challenge exam, or other measures as appropriate. Tuition fees apply. Contact an education advisor for more information.

Course Transfer Credit:

For information about receiving transfer credit for courses taken at either British Columbia or Alberta institutions, please see https://www.bctransferguide.ca/ or https://transferalberta.alberta.ca . For more transfer credit information, please visit https://www.cotr.bc.ca/Transfer

All requests for course transfer credit from institutions in British Columba or elsewhere should go to the College of the Rockies Enrolment Services office.

Textbook Resources:

Textbook selection varies by instructor and may change from year to year. At the Course Outline Effective Date the following textbooks were in use:

Guffey, Mary Ellen , Seefer, Carolyn M. and Witlox, Cathy.. (2022. *Canadian Business English*. (8th Edition). Cengage.

Please see the instructor's syllabus or check COTR's online text calculator https://textbook.cotr.bc.ca/ for a complete list of the currently required textbooks.

Learning Outcomes:

Upon the successful completion of this course, students should be able to

- use a dictionary;
- identify parts of speech, subjects and predicates;
- convert fragments into complete sentences;
- distinguish between possessive nouns and noun plurals and apply rules;
- choose correct pronouns and pronoun agreement with antecedents;
- understand the functions of who and whom;
- use passive and active voice and verb tenses;
- make verbs agree with subjects;
- make verbs agree with quantities, fractions, portions, clauses and specific phrases;
- form the comparative and superlative degrees of regular and irregular adjectives and adverbs;
- use prepositions correctly;
- punctuate sentences correctly;
- apply appropriate capitalization, abbreviation and number rules;
- write effective sentences;
- apply correct spelling usage and effective editing and proofreading strategies;
- execute work in a timely manner and on schedule; and
- demonstrate responsibility for attendance, absenteeism and punctuality.

Course Topics:

- Use Dictionaries and Reference Materials
- Working with Nouns and Pronouns
- Working with Verbs and tenses; Verb and Subject Agreement
- Using Adjectives, Adverbs, and Connecting words
- Punctuating Sentences
- Writing With Style

See instructor's handout for the detailed outline of weekly readings, activities, and assignments.

Evaluation and Assessments

Assessment Type: Online

Assessment Type	% of Total Grade
Unit Tests	60%
Final Test	40%
Total	100%

Grade Scheme

A+	A	A-	B+	B	B-	C+	C	C-	D	F
>=98	97-94	93-90	89-86	85-82	81-79	78-75	74-70			<70

Evaluation Notes: A grade of “C” grants credit, but may not be sufficient as a prerequisite for sequential courses.

Evaluation Notes Comments:

Attendance is an important component of the course. Students are expected to complete this course within the scheduled course timeline. Failure to do so will result in an “F” grade. Extensions may be considered only if the student has demonstrated workplace appropriate responsibility for absence or delay throughout the course.

Exam Attendance:

Students must attend all scheduled exams at the appointed time and place. Instructors may approve an alternate exam to accommodate an illness or personal crisis. Department heads will consider other written requests. Any student who misses a scheduled exam without prior approval will receive a “0” on the exam.

Academic Policies:

College of the Rockies policies related to courses can be found at https://cotr.bc.ca/about-us/college-policies/ and include the following:

- Policy 2.4.3 Students with Documented Disabilities
- Policy 2.4.4 Student Conduct (plagiarism, other cheating, behavioral misconduct)
- Policy 2.4.8 Academic Performance
- Policy 2.5.3 Grade Appeal
- Policy 2.4.9 Student Concerns Re Faculty

Course Changes:

The College of the Rockies updates course outlines regularly to meet changing educational, employment and marketing needs. The instructor will notify students in writing of any updates to this outline during the semester. The instructor reserves the right to revise, add or delete material while meeting the learning outcomes of this course outline.