



## Business English Essentials - OFAD 130

### Office Administration Program

### Course Outline

COURSE IMPLEMENTATION DATE: Pre 1998  
OUTLINE EFFECTIVE DATE: September 2023  
COURSE OUTLINE REVIEW DATE: March 2028

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#### GENERAL COURSE 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.

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**Program Information:** This course is required for the Office Administration Certificate.

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**Delivery:** This course is delivered online.

**College of the Rockies Credits:** 3.5

**Hours for this course:** 180 hours to be completed over 12 weeks

#### Typical Structure of Instructional Hours:

Instructional Activity	Duration
Lecture Hours	
Seminars / Tutorials	
Laboratory / Studio Hours	
Practicum / Field Experience Hours	
Vocational Contact Hours	180
<b>Total</b>	180

#### Practicum Hours (if applicable):

Type of Practicum	Duration
On-the-job Experience	N/A
Formal Work Experience	N/A
Other	N/A
<b>Total</b>	

**Course Outline Author or Contact:**

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Signature

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**APPROVAL SIGNATURES:**

Department Head

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Department Head Signature

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Dean Signature

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Valid from: September 2023 – March 2028

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Education Council Approval Date

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**COURSE PREREQUISITES AND TRANSFER CREDIT:**

**Prerequisites:** None

**Corequisites:** None

**Flexible Assessment (FA):**

Credit can be awarded for this course through FA

Yes  No

Learners may request formal recognition for flexible assessment at the College of the Rockies through one or more of the following processes: External Evaluation, Worksite Assessment, Demonstration, Standardized Test, Self-assessment, Interview, Products/Portfolio or Challenge Exam. Contact an Education Advisor for more information.

**Transfer Credit:** For transfer information within British Columbia, Alberta, and other institutions, please visit <http://www.cotr.bc.ca/Transfer>.

Students should also contact an academic advisor at the institution where they want transfer credit.

**Prior Course Number:** ABT 133

**Date changed:** September 2007

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## **Textbooks and Required 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*. (8<sup>th</sup> 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.

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## **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.
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## **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.*

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## EVALUATION AND ASSESSMENT:

Assignments	% Of Total Grade
Unit Tests	60%
Final Test	<u>40%</u>
Total	100%

*Please see the instructor's handout for specific classroom policies related to this course, such as details of evaluation, penalties for late assignments and tests, and use of electronic aids.*

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.

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## EXAM POLICY:

Students must attend all required scheduled exams that make up a final grade at the appointed time and place.

Individual instructors may accommodate for illness or personal crisis. Additional accommodation will not be made unless a written request is sent to and approved by the appropriate Department Head prior to the scheduled exam.

Any student who misses a scheduled exam without approval will be given a grade of "0" for the exam.

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## COURSE GRADE:

Course grades are assigned as follows:

Grade	A+	A	A-	B+	B	B-	C+	C	F
Mark (Percent)	≥ 98	97-94	93-90	89-86	85-82	81-79	78-75	74-70	< 70

A grade of "C" grants credit, but may not be sufficient as a prerequisite for sequential courses.

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## ACADEMIC POLICIES:

See [www.cotr.bc.ca/policies](http://www.cotr.bc.ca/policies) for general college policies related to course activities, including grade appeals, cheating and plagiarism.

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## COURSE CHANGES:

Information contained in course outlines is correct at the time of publication. Content of the courses is revised on an ongoing basis to ensure relevance to changing educational, employment and marketing needs. The instructor will endeavour to provide notice of changes to students as soon as possible. The instructor reserves the right to add or delete material from courses.