

Department of Human Services

Course Outline: HS 1130 English, Section B2
Fall 2010

Instructor: Wenda Housego

Office: E401 #6,

Phone: 539-2703

E-Mail: whousego@gprc.ab.ca

Office Hours: Tuesday 9:00am -12:00am or by appointment.

Prerequisite(s)/Corequisite:

English 30-1, English 33 or consent of instructor. Notes: Students with previous credit in CD1130 will not also receive credit for HS1130.

Required Text/Resource Materials:

The Bare Essentials Plus. Third Edition.

Harbrace Pocket Guide for Canadians Dictionary

(for work at home; not necessary to lug to class)

A binder or folder for handouts and plenty of paper

Calendar Description: This is a college level course designed to improve the professional communication skills of students. Emphasis is given to the study of grammar and its application to essay writing, oral presentation and practical workplace communication. Course work will include lecture, in-class activities, writing assignments, group work, role play, presentations, and quizzes/exams. In preparation for each class, students will be responsible for assigned readings and practice exercises.

Credit/Contact Hours: (3-0-0) 45 Hours

Delivery Mode(s):

On campus, classroom. Also available by distance delivery.

Objectives: To improve communication skills, both written and oral, by mastering a variety of writing and speaking challenges, and thoroughly reviewing the mechanics of grammar and style.

Transferability:

A grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. Students are cautioned that it is their responsibility to contact the receiving institution to ensure transferability.

Grading Criteria:

Grading Writing Assignments 20%

Research Essay 20%

Presentation 10%

Quizzes 30%

Exams 20%

Examinations:

There will be a Mid-Term & Final Exam.

Student Responsibilities:

The readings on the outline are to be read in preparation for the class date by which they are listed. Use the exercises within each reading as practice; check your work with the answers in the back of the text, and if you need more practice, do more. This procedure will help you succeed on each day's quiz. Don't let the idea of a quiz scare you. There will be a review of the material, as well as time for questions from the homework, before each quiz. After this portion of class time, there will be a variety of interactive activities, including writing assignments, role play, and discussions.

Late assignments will be penalized and missed quizzes will not be made up, except in the event of illness or an emergency absence. Always talk to me if you need to be absent, or if your circumstances cause you to fall behind in class. It is the responsibility of the student to keep up with all assigned work, either reading or writing. Being prepared for class is expected, even after an absence. For backup, look around the room, select one or two reliable looking people, and exchange phone numbers.

Statement on Plagerism and Cheating:

Please refer to pages 48-49 of the GPRC Calendar for the College Policy on Plagiarism.

Course Schedule:

Tuesday 1:00pm-2:20pm & Thursday 10:30am-11:50am

Tentative Timeline: No classes on Thursday, November 11

