

SEP. 07 2001

**GRANDE PRAIRIE REGIONAL COLLEGE
DEPARTMENT OF COMMUNITY REHABILITATION
"MAKING A DIFFERENCE"**

**Course Outline
CD1130 COMMUNICATIONS**

FALL, 2001 September 8 – December 7

CREDITS: 3(45 hours)

LOCATION: B207

TIME: Tuesday and Thursday
 10:00 – 11:20 a.m.

INSTRUCTOR: Betty Barton
 Office: H229
 Phone: 539-2892 **E-mail:** barton@gprc.ab.ca
 Office Hours: Monday and Wednesday 2:00 – 4:30 p.m.
 OR by appointment or drop-in

COURSE DESCRIPTION

This course is designed to help students improve and understand the importance of written communication skills. Through the study of grammar, mechanics and syntax and through the process of writing, students will improve their mastery of English. Students will learn to apply their skills to human services settings, thereby enhancing their capabilities in the workplace.

CLASS FORMAT

Classes will consist of lecture, discussion, practice and application of skills. Peer work and class participation will be required.

REQUIRED TEXTS

Norton, S., & Green, B. (2001). The Bare Essentials: Form A (5th ed.). Toronto: Harcourt Canada.

Hodges, J., Horner, W., Webb, S., Miller R., & Brown, J. (2000). Harbrace Pocket Guide for Canadians. Toronto: Harcourt Canada.

MAIN REFERENCE

McKenzie, C. & DePledge, N. (2000). Writing Together: Sentence and Paragraph Basics. Canada: Prentice-Hall.

COURSE OBJECTIVES

By the end of this course, students will have improved knowledge and skills in the following:

Module I Communication: Getting It Right (Write?) September 6 – October 23

Grammar

- the importance, purpose and usefulness of good grammar
- parts of speech
- verbs and objects
- subject/verb agreement
- person/pronoun agreement
- verb tenses

Syntax

- what and why it is
- sentence fragments and making them whole
- run-on sentences and how to catch them
- misplaced modifiers and relocating them

Mechanics

- spelling
- capitalization
- punctuation

Module II Communication: Organizing It October 25 – November 13

Paragraphs and Essays

- what, why and how of choosing a topic
- thesis statements
- outlines
- introduction, transition, conclusion
- revisions

Library and Internet Research Skills

APA Documentation

Module III: Communication: Sending It

November 15 – December 6

Documentation/Contact Notes

Business Letters

EVALUATION

Participation 5%

- Attendance
- In-class assignments and homework exercises

Quizzes 45%

- Grammar 10% **September 27, 2001**
- Grammar, Syntax 15% **October 11, 2001**
- Grammar, Syntax and Mechanics 20% **October 23, 2001**

Paragraph/Essay 25%

- Paragraph writing assignment (In-class) 5% **November 6, 2001**
 - Essay 20% **November 15, 2001**
- This assignment will be done in conjunction with the essay assignment in RP1101 Disabling Conditions. It will be 4 to 5 double-spaced, typed pages. Emphasis will be placed on the organizational and writing skills demonstrated in the paper. APA style references must be included.

Contact Notes 20% **November 29, 2001**

Business Letter 5% **December 6, 2001**

Note: There is no final exam in this course. Evaluation due dates are tentative, based on completion of content during class time. If due dates need to be changed, it will be done in consultation with the class.

GRADES

9	90-100%	4	50-56%
8	80-89%	3	45-49%
7	72-79 %	2	26-44%
6	65-71%	1	0-25%
5	57-64%		

In order to obtain credit for this course, students must achieve a minimum of 57% or a 5.

PROFESSIONALISM

1. Assignments must be submitted on or before the date they are due by 4:30 p.m. Late assignments will be penalized at a rate of 5% per day. For instance, an assignment given a grade of 75% would be awarded 70% one day past the deadline, 65% two days past the deadline, and so on.
2. Attendance is not compulsory, however, students are strongly advised to attend regularly. Classes will involve exercises, discussions and activities geared to enhance your learning of the required skills. An attendance record will be kept and students will be held accountable for missed content and in-class announcements. Students absent when class decisions are made are expected to abide by those decisions. Attendance will be reflected in the participation grade.
3. Students are expected to familiarize themselves with student rights and responsibilities as outlined on in the section titled Student Conduct on pages 36 - 40 of the 2001-2002 GPRC Calendar.