



Grande Prairie Regional College

Department of Academic Upgrading

Course Outline Winter 2012

EN 0130-2

INSTRUCTOR: Colleen Holler **TELEPHONE:** [780] 539-2866
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OFFICE HOURS: 1:00 – 2:00 pm Monday

PREREQUISITES:

Students are eligible for placement in EN0130-2 after successfully completing EN 0120 or if their placement and career goals indicate this course would be suitable.

REQUIRED TEXTS:

Kolin, Philip. Successful Writing at Work . Concise Edition. Houghton Mifflin Company :New York. 2006.

Beason, Larry and Mark Lester. A Common Sense Guide to Grammar. Bedford/St. Martins: New York. 2009.

DESCRIPTION:

This course is designed for students who need a senior high school general diploma in English. This course is an alternative to EN 0130 for those students who do not require an advanced high school diploma. The emphasis is on the practical use of English.

SUPPLIES:

Lined paper, pencil, binder, pen, highlighter, computer memory stick

Technical Support: Because this course is designed for a combination of classroom and online format, students are required to have access to a computer with internet hook up.

CONTENT:

Introduction to Moodle, computer lab, college library

Module One: COMMUNICATION SKILLS 3 weeks

Effective communication skills - Chpt 1, 2, 10
Listening & speaking skills,
Building your vocabulary - business and technical terms
Reading Comprehension - SQ3R
English Skills
 Sentence & paragraph
 Grammar & Mechanics
 Punctuation, Capitalization
Oral presentation
Project

Module Two: BUSINESS COMMUNICATIONS 4 weeks

Writer attitude, tone
Business Writing Skills letters, reports, proposals - Chpt 3, 4
Planning, Organizing and Writing with purpose
Pre-writing strategies, organizing and development, revision,
Effective Sentence Construction and paragraph development
Format & design
Types of business communications
 Letters
Reports
 Proposals
 Memo
 Email
Portfolio Project

Module Three: MEETINGS & PROMOTION 4 weeks

Business Promotional skills - Chpt 5, 6, 7
resume, interviews, job search,
web design, business cards, power point
Meetings
Roberts Rules of order, meeting conduct & recording

Module Four: RESEARCH SKILLS 3 weeks

Report Writing - Chpt 8, 9
Report based on research : outlining, quoting, citing
Business Plan
Internet Search Skills - data bases, internet, library

PURPOSE:

This course is designed as a hybrid to enable students to be able to have more flexible class time but still be able to work through a course to meet their own job objectives or continue their employment.

DELIVERY MODE:

Students will work through course material in a classroom setting and via the internet. Learning will utilize computer delivery through Blackboard.

CONTACT HOURS:

Seventy-five hours or 5 hours per week

EVALUATION:

| | |
|--------------|-----|
| Module One | 20% |
| Module Two | 20% |
| Module Three | 20% |
| Module Four | 20% |
| Final | 20% |

Grades will be assigned on the following Letter Grading System

| GRANDE PRAIRIE REGIONAL COLLEGE | | | |
|---------------------------------|--------------------|-----------------------|-------------------------------------|
| GRADING CONVERSION CHART | | | |
| Alpha Grade | 4-point Equivalent | Percentage Guidelines | Designation |
| A ⁺ | 4.0 | 90 – 100 | EXCELLENT |
| A | 4.0 | 85 – 89 | |
| A ⁻ | 3.7 | 80 – 84 | FIRST CLASS STANDING |
| B ⁺ | 3.3 | 77 – 79 | |
| B | 3.0 | 73 – 76 | GOOD |
| B ⁻ | 2.7 | 70 – 72 | |
| C ⁺ | 2.3 | 67 – 69 | SATISFACTORY |
| C | 2.0 | 63 – 66 | |
| C ⁻ | 1.7 | 60 – 62 | |
| D ⁺ | 1.3 | 55 – 59 | MINIMAL PASS |
| D | 1.0 | 50 – 54 | |
| F | 0.0 | 0 – 49 | FAIL |
| WF | 0.0 | 0 | FAIL, withdrawal after the deadline |

COURSE SCHEDULE/TIMELINES

Moodle will be utilized to inform students of upcoming assignment due dates and quiz dates.

| DESCRIPTION | Quiz/Tests |
|--|--------------------------------------|
| Computer Lab Bb Intro Project Text Chpt 1, 2, 10 Chapter summary 1, 2, 10 Unit questions | Quiz 1 Test Mod 1 In Class [1] |
| Communication Portfolio Text Chpt 3, 4 Chapter summary 3, 4 Unit questions | Quiz 2 Test Mod 2 In Class [1] |
| Resume Oral Presentation Text Chpt 5, 6, 7 Chapter summary 5, 6, 7 Unit questions | Quiz 3 In Class [1] Test Mod 3 |
| Research Paper Business Plan/proposal Text Chpt 8, 9 Chapter summary 8,9 Unit questions | Quiz 4 In Class [1] Test Mod 4 |
| | FINAL |

LAST DAY OF CLASSES:

Classes end on April 12 for Academic Upgrading students.

EXAMINATIONS:

The final exam will be scheduled between April 14 to 27. Students should ensure that they are available during this period for finals.

INSTRUCTOR POLICY

- All assignments for this course are to be submitted in the required format at the required time.
- Attendance is essential and is a critical component for success in this class.
- Absence during an **in-class assignment** will result in a mark of zero. In-class assignments are done and completed during one class period. If you are absent that day you will not be given an opportunity to do the assignments at a later date. The marks for in-class assignments are combined into the class work and assignment section.
- Absence during a test will result in a mark of zero. If you cannot be present at the exam, please make alternate arrangements with me **before** the exam date.
- All assignments will be handed in on the expected due dates. Late assignments may not be accepted and/or may be deducted 10% per day. All assignments will be accepted before due dates, so if you know you are going to be away hand it in early.

Note: Once a test/quiz/assignment has been handed back to the class, there is no opportunity for a later write or hand-in. You will be assigned a grade of '0' for that test, quiz, or assignment.

- If you are experiencing difficulty in any area, please let me know so we can work something out before it is too late. Please advise me of any medical alerts that I should be aware of.
- It is the student's responsibility to acquire and complete any work missed due to absence.

AUD STUDENT CLASSROOM DEPARTMENT GUIDELINES

The Academic Upgrading Department is an adult education environment. Students are expected to show respect for each other as well as faculty and staff. They are expected to participate fully in achieving their educational goals in a timely manner.

Certain activities are disruptive and not conducive to an atmosphere of learning. In addition to the ***Student Rights and Responsibilities*** as set out in the College calendar, the following guidelines will maintain an effective learning environment for everyone. We ask the cooperation of all students in the following areas of classroom department.

- Students are expected to turn off cell phones during class time or in labs.
- Refrain from disruptive talking or socializing during class time.
- Be respectful of others regarding food or beverages in the classroom. Clean up your eating area and dispose of garbage.
- Recycle paper, bottles and cans in the appropriate containers.
- Students are expected to be punctual. Arrive on time for classes and remain for the duration of scheduled classes or related activities.

- Children are not permitted in the classrooms.

ATTENDANCE

If students miss more than 15% (or 10 days) of classes per semester in any course, they may be debarred from the final exam for that course. It is the student's responsibility to notify his/her instructor of any extenuating circumstances.

TESTS

As per the College calendar, students are responsible to "write tests and final examinations at the times scheduled by the instructor or the Office of the Registrar".

Missed exams/tests/quizzes/assignments policy [if not specified in the course outline]

- 1 In order to be given the opportunity to write or submit after the due date, the student must make **prior arrangements with** the instructor and be given permission to write or submit at a later date.
- 2 Once the exam/test/quiz/assignment has been handed back to the class, there is no opportunity for a late write or hand-in. The student will be assigned a grade of '0'.

ELECTRONIC DEVICES

No unspecified electronic devices will be allowed in exams.

SUCCESS STANDARD

Although 50% is considered a pass in most courses, if you wish to be successful at the next level, we strongly recommend that you have a mark of 60% or better in your pre-requisite courses.

STATEMENT ON PLAGIARISM AND CHEATING:

Please refer to pages 49-50 of the College calendar regarding plagiarism, cheating and the resultant penalties. These are serious issues and will be dealt with severely.