



DEPARTMENT OF ACADEMIC UPGRADING  
COURSE OUTLINE – Winter 2014  
EN 0132 ENGLISH 5(6-0-0)

|                      |   |                |  |
|----------------------|---|----------------|--|
| <b>Instructor:</b>   | Shawna Myles-Hooper                               | <b>Phone:</b>  | 780-539-2866   |
| <b>Office:</b>       | C302  | <b>E-mail:</b> | <a href="mailto:smyleshooper@gprc.ab.ca">smyleshooper@gprc.ab.ca</a> |
| <b>Office Hours:</b> | 10:00am -11:00am Wed. & Fri.<br>or by appointment |                |  |

**PREREQUISITE(S)/COREQUISITE:**

EN0110 with a grade of 70% or better, or EN0120 placement test score.

**REQUIRED TEXT/RESOURCE MATERIAL**

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

Ruvinsky, Maxine. Practical Grammar: A Canadian Writer's Resource. Oxford University Press: Canada. 2009.

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.

**CALENDAR DESCRIPTION**

The emphasis will be on the practical use of English. Topics include communication skills, grammar and mechanics, business correspondence and meetings, research skills, critical analysis of technical documentation and other print, visual, and multimedia forms. This course is designed for students who do not require an advanced high school equivalent English.

**CREDIT/CONTACT HOURS:**

6 hours per week or 90 hours

**DELIVERY MODES:**

Students will work through course material in a classroom setting and via the internet.

**TRANSFERABILITY:**

**\*\* 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 institutions to ensure transferability.**

**GRADING CRITERIA:**

Academic Upgrading grades will be assigned on the Letter Grading System as indicated on the conversion chart.

| GRANDE PRAIRIE REGIONAL COLLEGE |                    |                       |                                     |
|---------------------------------|--------------------|-----------------------|-------------------------------------|
| GRADING CONVERSION CHART        |                    |                       |                                     |
| Alpha Grade                     | 4-point Equivalent | Percentage Guidelines | Designation                         |
| A <sup>+</sup>                  | 4.0                | 90 – 100              | EXCELLENT                           |
| A                               | 4.0                | 85 – 89               |                                     |
| A <sup>-</sup>                  | 3.7                | 80 – 84               | FIRST CLASS STANDING                |
| B <sup>+</sup>                  | 3.3                | 77 – 79               |                                     |
| B                               | 3.0                | 73 – 76               | GOOD                                |
| B <sup>-</sup>                  | 2.7                | 70 – 72               |                                     |
| C <sup>+</sup>                  | 2.3                | 67 – 69               | SATISFACTORY                        |
| C                               | 2.0                | 63 – 66               |                                     |
| C <sup>-</sup>                  | 1.7                | 60 – 62               |                                     |
| D <sup>+</sup>                  | 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 |

**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.

**Technology Objectives**

Students will be able to:

- Communicate in a persuasive and engaging manner, through appropriate forms, such as speeches, letters, reports and multimedia presentations, applying information technologies for context, audience and purpose that extend and communicate understanding.
- Assess the authority, reliability and validity of electronically accessed information.
- Use appropriate presentation software to demonstrate personal understandings

- Support communication with appropriate images, sounds and music.
- Select and use the appropriate technologies to communicate effectively with a targeted audience

## **CONTENT:**

Introduction to Moodle, computer lab, college library

|                      |   |                |
|----------------------|---|----------------|
| <b>Module One:</b>   | <b>COMMUNICATION SKILLS</b>   | <b>3 weeks</b> |
|                      | <p>Effective communication skills – Ch. 1, 2, 10</p> <p>Listening &amp; speaking skills,</p> <p>Building your vocabulary - business and technical terms</p> <p>Reading Comprehension - SQ3R</p> <p>English Skills</p> <p style="padding-left: 40px;">Sentence &amp; paragraph</p> <p style="padding-left: 40px;">Grammar &amp; Mechanics</p> <p style="padding-left: 40px;">Punctuation, Capitalization</p> <p>Oral presentation</p> <p>Project</p>   |                |
| <b>Module Two:</b>   | <b>BUSINESS COMMUNICATIONS</b>  | <b>4 weeks</b> |
|                      | <p>Writer attitude, tone</p> <p>Business Writing Skills letters, reports, proposals – Ch. 3, 4</p> <p>Planning, Organizing and Writing with purpose</p> <p>Pre-writing strategies, organizing and development, revision,</p> <p>Effective Sentence Construction and paragraph development</p> <p>Format &amp; design</p> <p>Types of business communications</p> <p style="padding-left: 40px;">Letters</p> <p>Reports</p> <p style="padding-left: 40px;">Proposals</p> <p style="padding-left: 40px;">Memo</p> <p style="padding-left: 40px;">Email</p> <p>Portfolio Project</p> |                |
| <b>Module Three:</b> | <b>MEETINGS &amp; PROMOTION</b>   | <b>4 weeks</b> |
|                      | <p>Business Promotional skills – Ch. 5, 6, 7</p> <p>resume, interviews, job search,</p> <p>web design, business cards, power point</p> <p>Meetings</p> <p>Roberts Rules of order, meeting conduct &amp; recording</p>   |                |
| <b>Module Four:</b>  | <b>RESEARCH SKILLS</b>  | <b>3 weeks</b> |

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

#### **EVALUATIONS:**

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

#### **COURSE SCHEDULE/TIMELINES**

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

| <b>DESCRIPTION</b>   | <b>Quiz/Tests</b>                    |
|--|--------------------------------------|
| Computer Lab Bb Intro<br>Project<br>Text Chpt 1, 2, 10<br>Chapter summary 1, 2, 10<br>Unit questions | Quiz 1<br>Test Mod 1<br>In Class [1] |
| Communication Portfolio<br>Text Chpt 3, 4<br>Chapter summary 3, 4<br>Unit questions                  | Quiz 2<br>Test Mod 2<br>In Class [1] |
| Resume<br>Oral Presentation<br>Text Chpt 5, 6, 7<br>Chapter summary 5, 6, 7<br>Unit questions        | Quiz 3<br>In Class [1]<br>Test Mod 3 |

|   |                                      |
|---|--------------------------------------|
| Research Paper<br>Business Plan/proposal<br>Text Chpt 8, 9<br>Chapter summary 8,9<br>Unit questions | Quiz 4<br>In Class [1]<br>Test Mod 4 |
|   | FINAL                                |

## **STUDENT RESPONSIBILITIES:**

### **Last day of classes:**

Classes end on April 14 for Academic Upgrading students.

### **Examinations:**

The final exam will be scheduled between the dates of April 16-28. Students should ensure that they are available during this period for finals.

## **STATEMENT ON PLAGARISM AND CHEATING:**

The instructor reserves the right to use electronic plagiarism detection services. You are expected to be familiar with the College policy on student academic conduct addressed on pages 44 - 46 of the Grande Prairie College Academic Calendar 2013/2014.

[https://www.gprc.ab.ca/files/forms\\_documents/20132014\\_Calendar\\_Mar\\_20\\_2013.pdf](https://www.gprc.ab.ca/files/forms_documents/20132014_Calendar_Mar_20_2013.pdf)

## **PRINTING POLICY**

Student printing is charged at a cost of \$0.10 per sheet (each sheet represents 2 pages, when printed double-sided). Equivalently, printing is charged at \$0.10 per page, with a 50% discount when printing double-sided.

Each student will have a printing account established with a credit balance at the beginning of each course. For credit courses, students will receive a credit equivalent to \$1.00 per credit of courses that they are enrolled in. For non-credit courses (i.e.: Apprenticeship), students will receive a credit equivalent to \$1.00 per week of study.

Students may add to their printing balance at any time by purchasing additional credits online using a credit card, or by purchasing additional credits at the Library, the Cashier's Office, the Bookstore, or at Student Services (Grande Prairie Campus only).

Ex.

- A part-time credit student, enrolled in one standard 3 credit course will entitle the student to \$3.00 worth of free printing (equivalent to 30 sheets, or 60 double-sided pages).
- A full-time credit student, enrolled in five 3 credit courses, will receive \$15.00 worth of free printing (equivalent to 150 sheets (or 300 double-sided pages) per semester.

[https://www.gprc.ab.ca/files/forms\\_documents/20132014\\_Calendar\\_Mar\\_20\\_2013.pdf](https://www.gprc.ab.ca/files/forms_documents/20132014_Calendar_Mar_20_2013.pdf)

## INSTRUCTOR POLICY

All assignments for this class are to be submitted in the required format.

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 an in-class assignment are a significant part of the percentage for the class work and assignments 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 your instructor well **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. Assignments may be handed in early if you know that you are going to be away on the due date. 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. **Once a test/quiz/assignment has been handed back to the class, there is no opportunity for writing or submitting late, and you will be assigned a grade of zero.**

## AUD STUDENT CLASSROOM DEPORTMENT 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 deportment.

- 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]

### **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 prerequisite courses.

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.

Each student will receive one coupon (below) that can be used for any assignment, giving you a 24 hour extension with no questions asked and no penalty.

#### **EN 0132 COUPON**

**This coupon is valid only once and entitles me to 24 hours from the due date without explanation or penalty.  
(Redeem by attaching to assignment.)**