

CAMOSUN COLLEGE
English 130-001 Quarter 1, 2011
COURSE OUTLINE

Instructor: Jane Dillon-Davis

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Class Location and Times: CBA 116 Tues. 1:30-3:20, Th. 1:30-2:20 Lab. 2:30-3:20

Office: TBA , **Office Hours:** TBA

Required Text: *Essay Essentials (with readings)* 5th Edition

COURSE DESCRIPTION

This Access course is for all technologies. It focuses on basic composition and critical reading techniques. Students learn to write paragraphs that they can apply to technical writing formats concisely and grammatically. Students analyze diverse reading material for elements of meaning, significance and style.

LEARNING OUTCOMES

Course Content

Learning Outcomes – *Students will*

WRITING FORMATS

write single and multi-paragraph reports for various purposes and audiences

select and use report formats purposefully (progress, analysis, incident, field, complaint)

WRITING TECHNIQUES

write more effectively by employing various stages of the writing process which may include pre-writing, planning, drafting, conferring, revising and editing/proofreading

WRITING STRUCTURE

shape content purposefully using the direct writing approach (summary, background, facts, action or results)

WRITING STYLE

analyze the informational needs and backgrounds of various audiences and vary style purposefully through manipulating language and vocabulary

write in a style that exhibits brevity, clarity and plain language

WRITING INTEGRITY

recognize and correct errors in grammar, spelling and punctuation in own writing and writing of others

READING STRATEGIES

learn to read using four techniques (skimming, scanning, analysis and interpretation)

recognize and evaluate different rhetorical modes

quote, paraphrase and summarize correctly with critical understanding of selected readings

evaluate argument, support, and evidence for validity, reliability, currency, and objectivity

distinguish between implicit and explicit messages in technical and professional communications

ENGLISH 130 FEATURES

- The curriculum covers basic and general reading and writing skills, as well as those skills needed by students in various technology programs.
- In addition to basic grammar and writing skills, the course covers reading skills and strategies for the workplace.
- The curriculum is designed to build for future student success in the technology programs rather than being designed to achieve grade twelve equivalency.

ATTENDANCE, ASSIGNMENTS, EVALUATION, OTHER

- Students are expected to attend all classes. However, if you miss a class, you are responsible for material missed due to absence.
- Students must submit ALL assignments to pass the course.
- Unless otherwise stated, assignments must be handed in as a printed hard copy. Please do NOT email assignments.
- Late assignments will be graded with a penalty of 2% per day up to a week after the due date. Except in documented extenuating circumstances, assignments submitted after this date will earn a zero grade, although still required to pass the course.
- All assignments, except quizzes and in-class assignments, must be typed.
- **Handouts:**
Please acquire a binder to keep all technical writing handouts. These will be needed for reference for the duration of the course. If you are absent, please pick up missed handouts from me during my office hours.
- **Graded Assignments:**
Please keep copies of all your assignments. As well, keep all graded assignments for easy access throughout the course.
- **Contacting the Instructor:**
Please feel free to contact me about any concerns you have regarding the course. Speak to me before or after class, during office hours, or by appointment. Contact me any time by email: dillondavisj@camosun.bc.ca

Assignments and Evaluation:

| | |
|---|-------------------|
| ✓ short composition | credit assignment |
| ✓ five (or more) grammar quizzes (1 mark each): | 5 |
| ✓ descriptive paragraph: | 5 |
| ✓ instructions: | 5 |
| ✓ memos, emails: | 10 |
| ✓ business letters (2-3): | 15 |
| ✓ summaries (articles, executive, other): | 20 |
| ✓ report(s) (incident, other): | 20 |
| ✓ citation and reference assignment: | credit assignment |
| ✓ group work: | 10 |
| ✓ final test: | 10 |
| ✓ TOTAL: | /100 |

Grading System

| Percentage | Grade | Description | Grade Point Equivalency |
|------------|-------|--|-------------------------|
| 90-100 | A+ | | 9 |
| 85-89 | A | | 8 |
| 80-84 | A- | | 7 |
| 77-79 | B+ | | 6 |
| 73-76 | B | | 5 |
| 70-72 | B- | | 4 |
| 65-69 | C+ | | 3 |
| 60-64 | C | | 2 |
| 50-59 | D | Minimum level of Achievement for which credit is granted. A course with a "D" grade cannot be used as a pre-requisite. | 1 |
| 0-49 | F | Minimum level has not been achieved. | 0 |

LEARNING SUPPORT AND SERVICES FOR STUDENTS

There is a variety of services available for students to assist them throughout their learning. This information is available in the College calendar, at Student Services or the College web site at www.camosun.ca.

STUDENT CONDUCT POLICY

There is a Student Conduct Policy which includes conduct in and out of class, and cheating or plagiarism.

It is the student's responsibility to become familiar with the content of this policy. The policy is available in each School Administration Office, at Student Services and on the College web site in the Policy Section.

ACADEMIC PROGRESS POLICY

There is an Academic Progress Policy designed to enhance a learner's likelihood of success. Students should become familiar with the content of this policy. The policy is available in each School Administration Office, Registration, and on the College web site in the Policy Section.