



## COURSE OUTLINE

The course description is online @ <http://camosun.ca/learn/calendar/current/web/engl.html>

Ω Please note: the College electronically stores this outline for five (5) years only.  
 It is **strongly recommended** you keep a copy of this outline with your academic records.  
 You will need this outline for any future application/s for transfer credit/s to other colleges/universities.

### 1. Instructor Information

(a)	Instructor:	Joe Bengé		
(b)	Office Hours:	Mon / Thurs 8:00 – 10:20		
(c)	Location:	CC 119B		
(d)	Phone:	(250) 370-4493	Alternative Phone:	(778) 350-1415
(e)	Email:	benge@camosun.bc.ca		
(f)	Website:			

### 2. Intended Learning Outcomes

*(No changes are to be made to these Intended Learning Outcomes as approved by the Education Council of Camosun College.)*

Upon completion of this course the student will be able to:

1. Write letters, memos, and short reports using correct formats.
2. Plan, organize, structure and write business letters and memos for a variety of everyday situations.
3. Plan, organize, structure and write informal reports for a variety of work-related reasons (progress, analysis, incident, field, complaint).
4. Write a user manual that employs clear instructions and procedures that can be followed accurately without confusion.
5. Compose an effective resume in hard copy and electronically scannable format.
6. Compose an effective letter of application that relates skills to the job description.
7. Present information appropriately either using the direct approach (under normal circumstances) or the indirect approach (for bad news and some persuasive situations).
8. Analyze the informational needs and backgrounds of various audiences (scientific, technical, lay) requiring technical reports and use technical vocabulary appropriate for the intended audience.
9. Write in a style that exhibits brevity and clarity and avoids words of low information content.
10. Design documents for readability by employing short paragraphs, bullets, headings, tables, effective spacing and layout.
11. Illustrate technical documents appropriately (charts, graphs and tables) using the appropriate technical-writing conventions.
12. Employ numbers, units, equations, and abbreviations correctly in documents using the International System of Units (SI).
13. Write all technical documents using correct spelling, grammar, and usage.

### 3. Required Materials

- (a) Texts
- (b) Other **Course Package**

### 4. Course Content and Schedule

*(This section can include: class hours, lab hours, out of class requirements and/or dates for quizzes, exams, lectures, labs, seminars, practicums, etc.)*

### 5. Basis of Student Assessment (Weighting)

## COURSE EVALUATION

MAJOR ASSIGNMENTS	DUE Copy due dates	WORDS (Length)	YOUR PERCENT	VALUE	YOUR TOTAL
1. <b>Workplace Correspondence</b> (Direct Approach) – Letter		210 max		10%	
2. <b>Workplace Correspondence</b> (Indirect Approach)		300 max		10%	
3. <b>Workplace Correspondence</b> Memo (Mid –Term, <b>In Class</b> )		1 page max		15%	
4. <b>Illustrated Report Assignment</b> ( <b>In-Class</b> )		2 pages max		10%	
5. <b>Illustrated Report</b> ©		3 pages max		12%	
6. <b>Resume</b> (and Job Description)		1 page max		8%	
7. <b>User Manual</b> ©		8-15 pages		15%	
OTHER EVALUATION					
8. <b>Personal Performance</b> Completion of Grammar, Practice Activities (Pacts), Homework; Punctuality, Participation		Bonus and Deductions Possible		2%	
QUIZZES					
1. Grammar Quiz (Midterm <b>In-class</b> )		N/A		8%	
2. Grammar Test (Final, <b>In-class</b> )		N/A		10%	
TOTAL Semester				100%	____ %

**NOTE:** *Students must demonstrate adequate writing ability by receiving a combined average of at least 60% on the mid-term and on one other designated in-class writing assignment to pass the course. If a student does not achieve these criteria, his/her final mark will be the average of the midterm and the other in-class writing assignment.*

MAJOR ASSIGNMENTS 1-7 (INCLUDING IN-CLASS ASSIGNMENTS) MUST BE WORD PROCESSED.

**There is no final exam; instead, you will submit a final major assignment on the last day of class.**

**NOTE: YOU MUST SUBMIT ALL MAJOR ASSIGNMENTS 1-7 ABOVE TO PASS THIS COURSE.**

### 6. Grading System

*(No changes are to be made to this section unless the Approved Course Description has been forwarded through the Education Council of Camosun College for approval.)*

## Standard Grading System (GPA)

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 prerequisite.	1
0-49	F	Minimum level has not been achieved.	0

### Temporary Grades

Temporary grades are assigned for specific circumstances and will convert to a final grade according to the grading scheme being used in the course. See Grading Policy E-1.5 at [camosun.ca](http://camosun.ca) for information on conversion to final grades, and for additional information on student record and transcript notations.

Temporary Grade	Description
I	<i>Incomplete:</i> A temporary grade assigned when the requirements of a course have not yet been completed due to hardship or extenuating circumstances, such as illness or death in the family.
IP	<i>In progress:</i> A temporary grade assigned for courses that, due to design may require a further enrollment in the same course. No more than two IP grades will be assigned for the same course. <i>(For these courses a final grade will be assigned to either the 3<sup>rd</sup> course attempt or at the point of course completion.)</i>
CW	<i>Compulsory Withdrawal:</i> A temporary grade assigned by a Dean when an instructor, after documenting the prescriptive strategies applied and consulting with peers, deems that a student is unsafe to self or others and must be removed from the lab, practicum, worksite, or field placement.

## 7. Recommended Materials or Services to Assist Students to Succeed Throughout the Course

### LEARNING SUPPORT AND SERVICES FOR STUDENTS

There are 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 [camosun.ca](http://camosun.ca).

### STUDENT CONDUCT POLICY

There is a Student Conduct Policy **which includes 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 the College web site in the Policy Section.

### ADDITIONAL COMMENTS AS APPROPRIATE OR AS REQUIRED