



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:	Dirk MacKenzie		
(b)	Office Hours:	Mondays 1:30-2:30, Wednesdays 1:30-2:30, or by appointment		
(c)	Location:	CC 119A		
(d)	Phone:	Please email	Alternative Phone:	
(e)	Email:	mackenzied@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 workplace correspondence, reports, and manuals that use correct workplace-writing style, structure, format, and ethical standards.
 - a) Present information appropriately either using the direct (immediate) approach (under normal circumstances) or the indirect approach (for bad news and some persuasive situations).
 - b) Write in a style that meets the informational needs and backgrounds of various audiences.
 - c) Write in a style that exhibits brevity and clarity and avoids language of low- information content.
 - d) Employ numbers, units, equations, and abbreviations correctly in documents.
 - e) Apply ethical standards and requirements (copyright law, plagiarism, sensitive material) to all writing.
2. Plan, organize, structure, and write workplace formats for a variety of situations.
 - a) Write workplace correspondence (letters, memos, e-mails) appropriate to audience and situation.
 - b) Write workplace reports appropriate to audience and situation.
 - c) Compose effective job-search documents related to specific job descriptions and situations.
 - d) Write an illustrated user-manual that employs clear instructions, procedures, and graphics that can be followed easily and accurately.
3. Design technical documents for high readability and appeal using word-processing software and techniques.
 - a) Articulate idea relationships and relative importance in technical documents by employing short paragraphs, headings, lists, effective spacing, and layout.
 - b) Depict data efficiently in technical documents using charts, graphs, tables, and other graphics.
4. Write all technical documents using grammatically correct sentences and paragraphs and using Standard English and spelling.
 - a) Demonstrate mastery of advanced grammar concepts by completing practice exercises.
 - b) Recognize and correct errors in grammar, spelling, and punctuation in own writing and writing of others.

3. Required Materials

(a) Texts: Course pack

(b) Other

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.)

Mondays 3:00 – 4:20, PA 101

Wednesdays 10:30 – 11:50, CBA 282

5. Basis of Student Assessment (Weighting)

Assignment 1 - Letter (7%)

Assignment 2 - Short Report (7%)

Assignment 3 - Short Report (In Class) (12%)

Assignment 4 - Research Report (15%)

Assignment 5 - Resume (7%)

Assignment 6 - Final Report (In Class) (15%)

Assignment 7 - User Manual (17%)

Grammar Test (10%)

Professionalism (10%)

NOTE: Students must demonstrate adequate writing ability by receiving a combined average of at least 60% on the two in-class memos to pass the course. If a student does not achieve these criteria, his/her final mark will be the average of the two in-class writing assignments. Students must submit all assignments and write all quizzes 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 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. (For these courses a final grade will be assigned to either the 3 rd course attempt or at the point of course completion.)
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 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 camosun.ca.

- Counselling: <http://camosun.ca/services/counselling-centre/>
- Office of the Ombudsman: <http://camosun.ca/about/ombudsman/>
- Writing Centre and Learning Skills: <http://camosun.ca/services/writing-centre/learning-skills.html>
- Centre for Accessible Learning (formerly the DRC): <http://camosun.ca/services/disability-resource-centre/>
- Student Support Manager: <http://camosun.ca/services/sexual-violence/contact-us.html>
- Sexual Health Clinic: <http://camosunstudent.org/services/sexual-health-clinic/>

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.

Class Policies

- All major tests and assignments (10% or more) are mandatory. Students cannot complete the course unless they are all submitted.
- Assignments will only be accepted up to one week late (except in cases of documented illness or hardship).
- Late assignments will lose 10% (except in cases of documented illness or hardship).
- If you need to miss a test and want to make it up later, you need to provide a medical note explaining your absence.

Assignment Format

Please follow these conventions for all assignments:

- Word process all assignments.
- Use white, letter-sized paper (8.5 x 11).
- Ensure high print quality.
- Use 12-point font.
- Single-space text with one line space between paragraphs. Use block format (no indentations).
- Default to the margins designated by your word processing software (no less than one inch all round). Adjust only if appearance is not compromised.
- For multi-page assignments, place page numbers on subsequent pages.
- Staple pages in top left corner. Please do not include title pages, covers, binders, laminates or any protective apparatus with your assignments.