



CAMOSUN COLLEGE
School of Arts & Science
Department of English

ENGL-141-X01
Technical Communication 1
Winter 2019

COURSE OUTLINE

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

Ω Please note: This outline will not be kept indefinitely. It is recommended students keep this outline for their records, especially to assist in transfer credit to post-secondary institutions.

1. Instructor Information

- (a) **Instructor** Tom Nienhuis
- (b) **Office hours** W (12:00 – 1:00 PM)
- (c) **Location** LACC 119B
- (d) **Phone** 250-370-4436 **Alternative:** _____
- (e) **E-mail** nienhuist@camosun.ca
- (f) **Website** _____

2. Intended Learning Outcomes

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

1. Employ appropriate technical writing conventions and ethical standards in written communication.
 - a) Write in a style that exhibits brevity and clarity and avoids words of low information content.
 - b) Write correspondence appropriately using the direct or immediate (pyramid) approach.
 - c) Employ numbers, units, equations, and abbreviations correctly in documents.
 - d) Use grammatically correct sentences and paragraphs and use Standard English and spelling.
 - e) Recognize and correct errors in grammar, spelling, and punctuation in own writing and writing of others.
 - f) Apply ethical concepts (copyright law, plagiarism, sensitive material) to all forms of communication.
2. Write correspondence and informal reports in a format and manner appropriate for the military and civilian workplace.
 - a) Write letters, memos, e-mails, and informal reports using correct workplace format.
 - b) Analyze the informational needs and backgrounds of various audiences requiring technical reports, and use technical vocabulary appropriate for the intended audience.
3. Use word-processing software to design, produce, and edit professional documents that meet workplace standards.
 - a) Use word-processing software to design technical documents for high readability and appeal.
 - b) Use word-processing software to develop effective time-management skills and efficiency in writing technical documents.
4. Demonstrate comprehension of a variety of reading materials, both technical and non-technical.
 - a) Use reading techniques to extract data effectively and efficiently from texts, articles, and graphics of military and other documents.
 - b) Read and comprehend technical documents including lists, tables, and charts.
 - c) Summarize technical and non-technical documents to identify and relate main ideas accurately and concisely.
5. Develop and use learning strategies that contribute to academic success.

- a) Develop and apply strategies for effective time management.
- b) Employ strategies for effective studying, note taking, test taking, and time management.
- c) Demonstrate active listening skills to identify main ideas and verbal cues.

3. Required Materials

(a) Texts

English 141 Course Pack (required), and a pocket style grammar manual (recommended, supplied)

4. Course Content and Schedule

Date	Wednesday (Port A, Rm. 102) 10:30-11:50	Friday (CBA 201) 10:30-11:50
Week 1 Jan. 9 & 11	Course Introduction Due: Writing Diagnostic Form	Workplace Writing Principles and Style Grammar: Block 1 PACTS: #1
Week 2 Jan. 16 & 18	Letter Writing and Direct Approach Grammar: Block 2, 5, 6 PACTS: #2	Proofreading Techniques Grammar: Block 7 PACTS: #3 (in-class writing assignment)
Week 3 Jan. 23 & 25	Parallel Structure and Vertical Lists PACTS: #4, #5 Grammar: Block 3	The Military Memo Grammar: Block 4 PACTS: #6 (in-class assignment) Letter Assignment Due
Week 4 Jan. 30 & Feb. 1	Civilian Memo and Short Report Grammar: Block 8, 9, 10	Graphics in Workplace Documents PACTS: #7 (in-class assignment)
Week 5 Feb. 6 & 8	Graphics Practice PACTS: #8 (in-class writing assignment)	Appropriate Workplace Language Grammar: Blocks 11, 12 PACTS: #9, 10 Military Memo Due
Week 6 Feb. 13 & 15	Memo Review Numbers, measurements, abbreviations PACTS: #11	Short Report (In-Class Major Assignment)
Week 7 Feb. 20 & 22	Reading Week	Reading Week
Week 8 Feb. 27 & Mar. 1	Device Description Grammar Quiz (in-class)	Reading Strategies Grammar: Block 13 PACTS: #12
Week 9 Mar. 6 & 8	Reading Strategies Continued Grammar: Blocks 14, 15	Device Descriptions Work Period
Week 10 Mar. 13 & 15	Summary Writing Device Description Due	Summary Writing Continued Peer Review
Week 11 Mar. 20 & 22	Summary Work Period Grammar Block 16	Writing Instructions Summary Assignment Due
Week 12 Mar. 27 & 29	Academic Management Reading Texts and Other Difficult Material Grammar: Block 17, 18	Instruction Work Period
Week 13 Apr. 3 & 5	Academic Management Continued PACTS: #13, 14	Review for Grammar Test Instructions Assignment Due
Week 14 Apr. 10 & 12	Instructions for Final Major Assignment Final Grammar Test	Final Report (In-Class Assignment)

5. Basis of Student Assessment (Weighting)

Assignment	Weight	Due Date
Diagnostic	Complete/Incomplete	Wednesday, January 9
Letter Assignment	8%	Friday, January 25
Military Memo	8%	Friday, February 8
In-Class Memo 1*	15%	Friday, February 15
Grammar Quiz	8%	Wednesday, February 27
Device Description	10%	Wednesday, March 13
Summary	12%	Friday, March 22
Instructions	10%	Friday, April 5
Final Grammar Test	10%	Wednesday, April 10
In-Class Final Report	15%	Friday, April 12
Mandatory PACTS	4%	Ongoing

***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

Standard Grading System (GPA)

Competency Based Grading System

7. Recommended Materials to Assist Students Throughout the Course

n/a

8. College Supports, Services and Policies

Immediate, Urgent, or Emergency Support

If you or someone you know requires immediate, urgent, or emergency support (e.g. illness, injury, thoughts of suicide, sexual assault, etc.), **SEEK HELP**. Resource contacts @ <http://camosun.ca/about/mental-health/emergency.html> or <http://camosun.ca/services/sexual-violence/get-support.html#urgent>

College Services

Camosun offers a variety of health and academic support services, including counselling, dental, disability resource centre, help centre, learning skills, sexual violence support & education, library, and writing centre. For more information on each of these services, visit the **STUDENT SERVICES** link on the College website at <http://camosun.ca/>

College Policies

Camosun strives to provide clear, transparent, and easily accessible policies that exemplify the college's commitment to life-changing learning. It is the student's responsibility to become familiar with the content of College policies. Policies are available on the College website at <http://camosun.ca/about/policies/>. Education and academic policies include, but are not limited to, Academic Progress, Admission, Course Withdrawals, Standards for Awarding Credentials, Involuntary Health and Safety Leave of Absence, Prior Learning Assessment, Medical/Compassionate Withdrawal, Sexual Violence and Misconduct, Student Ancillary Fees, Student Appeals, Student Conduct, and Student Penalties and Fines.

A. GRADING SYSTEMS <http://camosun.ca/about/policies/index.html>

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

B. 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 at <http://camosun.ca/about/policies/index.html> 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 are designed to have an anticipated enrollment that extends beyond one term. No more than two IP grades will be assigned for the same course.
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.