



DEPARTMENT OF HUMAN SERVICES

COURSE OUTLINE – Fall 2021

HS1130 (A2) English – 3(3-0-0) 45 HRS FOR 15 Weeks

INSTRUCTOR: Tashia Lepage

PHONE: 780-865-0431

TIMELINE: 15 Weeks

E-Mail: Tlepage@gprc.ab.ca

September 1, 2021 -

December 15, 2021

OFFICE HOURS: By
appointment

Grande Prairie Regional College respectfully acknowledges that we are located on Treaty 8 territory, the traditional homeland and gathering place for many diverse Indigenous peoples. We are honoured to be on the ancestral lands of the Cree, Dene/Beaver and Métis, whose histories, languages, and cultures continue to influence our vibrant community. We are grateful to have the opportunity to work, learn, and live on this land.

CALENDAR DESCRIPTION: A college level English course designed to improve the professional communication skills of students. Emphasis is given to the study of grammar and its application to essay writing, oral presentation, and practical workplace communication.

PREREQUISITE(S)/COREQUISITE: English 30-1, English 33, or consent from the instructor. Students with previous credit in CD 1130 will not also receive credit for HS 1130.

REQUIRED TEXT/RESOURCE MATERIALS:

There is no required textbook for this course. All necessary materials will be provided through MyClass.

DELIVERY MODE(S):

Remote Delivery. This course is delivered remotely. There are no face-to-face or onsite requirements. Students must have a computer with a webcam and reliable internet connection. Technological support is available through helpdesk@gprc.ab.ca

Note: GPRC reserves the right to change the course delivery.

COURSE OBJECTIVES:

Unit 1

- Identify and demonstrate the correct usage of the key components of English grammar.
- Identify common grammatical sentence structure.

Unit 2

- Draft a thesis statement.
- Properly use APA documentation, paraphrasing, in-text citation and the Reference List.

Unit 3

- Write strong paragraphs
- Understand research paper outlines.

Unit 4

- Understand the correct usage of commas, colons, semicolons, apostrophes and quotation marks.
- Understand capitalization, abbreviation and numbering.
- Demonstrate the importance of avoiding clichés, jargon, wordiness and slang.

Unit 5

- Understand the correct format for email, memos, and business letters.
- Understand how tone and style of our language must be tailored to suit the audience we seek to reach.
- Understand how to effectively present academic material in the form of an oral presentation.

LEARNING OUTCOMES:

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

- Identify and demonstrate the correct usage of the key components of English grammar, punctuation, and mechanics of writing
- Identify common grammatical sentence structures
- Conduct library research
- Draft a thesis statement
- Properly use APA documentation, paraphrasing, in-text citations, and create a reference list
- Write strong paragraphs
- Demonstrate the importance of avoiding cliché, jargon, wordiness, and slang

- Demonstrate the correct format for e-mail, memos, business letters
- Explain how the tone and style of our language must be tailored to suit the audience we seek to reach
- Effectively present academic material in the form of a presentation

TRANSFERABILITY:

Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at Alberta Transfer Guide main page

<http://www.transferralberta.ca>.

* 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

EVALUATIONS:

Unit 1

Assignment #1: Grammar Assignment (25 % of final mark)

Unit 2

Assignment #2: Thesis Statement (10 % of final mark)

Assignment #3: APA Citation (10 % of final mark)

Unit 3

Assignment #4: Reflection (10 % of final mark)

Unit 4

Assignment #5: Newsletter (20 % of final mark)

Unit 5

Assignment #6: Business Letter (10 % of final mark)

Assignment #7: Presentation (15 % of final mark)

GRADING CRITERIA:

A minimum grade of C- is required to pass this course.

Grande Prairie Regional College uses the ALPHA grading system as described in the table below:

Alpha Grade	4-point Equivalent	Percentage Guidelines	Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	90-100	C+	2.3	67-69
A	4.0	85-89	C	2.0	63-66
A-	3.7	80-84	C-	1.7	60-62
B+	3.3	77-79	D+	1.3	55-59
B	3.0	73-76	D	1.0	50-54
B-	2.7	70-72	F	0.0	00-49

COURSE SCHEDULE/TENTATIVE TIMELINE:

***Please NOTE that this schedule is tentative and subject to change.*

Assignment	Due Date
Assignment 1 – Grammar Assignment	September 17, 2021 @11:30 pm MST
Assignment 2- Thesis Statement	October 1, 2021 @11:30 pm MST
Assignment 3- APA Citation	October 15, 2021 @11:30 pm MST
Assignment 4- Reflection	October 29, 2021 @11:30 pm MST
Assignment 5- Newsletter	November 12, 2021 @11:30 pm MST
Assignment 6- Business Letter	November 26, 2021 @11:30 pm MST
Assignment 7- Oral Presentation	December 10, 2021 @11:30 pm MST
Make-Up Drop Box * if needed	December 13, 2021 @11:30 pm MST

STUDENT RESPONSIBILITIES: Refer to the College Policy on Student Rights and Responsibilities in the GPRC College calendar.

STATEMENT ON PLAGIARISM AND CHEATING:

Cheating and plagiarism will not be tolerated and there will be penalties. For a more precise definition of plagiarism and its consequences, refer to the Student Conduct section of the College Calendar at <http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at <https://www.gprc.ab.ca/about/administration/policies>

****Note:** all Academic and Administrative policies are available on the same page.