



DEPARTMENT OF HUMAN SERVICES
COURSE OUTLINE – HS 1130 ENGLISH EC

INSTRUCTOR: Teresa Wouters **PHONE:** 780-539-2914
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OFFICE HOURS: I will try to be available on an on-call basis.

DELIVERY MODE(S): This online course is delivered through Grande Prairie Regional College's Moodle. Once you open your Moodle account, you will find tutorials that will help you navigate through the course. The course is made up of group discussion panels, learning activities, learning assignments, a partnered activity, a video presentation, unit evaluations, and an end-of-the-course evaluation. In addition, assigned projects provide students with an in-depth opportunity to develop, practice, and showcase important academic, grammar, and communication skills.

This course includes a study of the basic forms of grammar based on Standard English. In addition, students will be expected to compose a research essay and present the essay to the class. Students will also gain skills in writing cover letters and resumes.

PREREQUISITE(S)/COREQUISITE: EN 30-1 or EN 33 with a passing grade.

REQUIRED TEXT/RESOURCE MATERIALS: Norton, S., B Green, & N Waldman. (2017). *The Bare Essentials (9th Edition)* with the Workbook. Toronto, ON: Nelson Education Ltd.

CALENDAR DESCRIPTION: This is a college level 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. Students will be responsible for assigned readings and practice exercises.

COURSE OBJECTIVES: To improve communication skills, both written and oral, by mastering a variety of writing and speaking challenges, and thoroughly reviewing the mechanics of grammar and style.

EVALUATIONS:

- Learning Activities 20%
- Learning Assignments 25%
- Research paper 20%
- Presentation 15%
- Quizzes 15%
- Evaluations and discussion participation 5%

GRADING CRITERIA below:

GRANDE PRAIRIE REGIONAL COLLEGE			
GRADING CONVERSION CHART			
Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation
A⁺	4.0	90 – 100	EXCELLENT
A	4.0	85 – 89	
A⁻	3.7	80 – 84	FIRST CLASS STANDING
B⁺	3.3	77 – 79	
B	3.0	73 – 76	GOOD
B⁻	2.7	70 – 72	
C⁺	2.3	67 – 69	SATISFACTORY
C	2.0	63 – 66	
C⁻	1.7	60 – 62	
D⁺	1.3	55 – 59	MINIMAL PASS
D	1.0	50 – 54	
F	0.0	0 – 49	FAIL
WF	0.0	0	FAIL, withdrawal after the deadline

STUDENT RESPONSIBILITIES:

Refer to the College Policy on Student Rights and Responsibilities at www.gprc.ab.ca/d/STUDENTRIGHTSRESPONSIBILITIES

STATEMENT ON PLAGIARISM AND CHEATING:

Refer to the College Student Misconduct: Academic and Non-Academic Policy at www.gprc.ab.ca/d/STUDENTMISCONDUCT

**Note: all Academic and Administrative policies are available at www.gprc.ab.ca/about/administration/policies/

UNIVERSITY TRANSFER (If applicable):

**** 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.**

Please refer to the Alberta Transfer guide for current transfer agreements: www.transferalberta.ca