



DEPARTMENT OF HUMAN SERVICES

COURSE OUTLINE – EC2 WINTER 2017

HS1130 – English 2 (2-0-0) 30 Hours

INSTRUCTOR: Teresa Wouters

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OFFICE: H131

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OFFICE HOURS: N/A Please contact me via email or telephone.

PREREQUISITE(S)/COREQUISITE:

None

REQUIRED TEXT/RESOURCE MATERIALS:

Norton, S., Green, B., & Waldman, N. (2017). *The Bare Essentials* (9th Edition). Toronto, ON: Thomas Nelson.

Norton, S., Green, B., & Waldman, N. (2017). *The Bare Essentials Workbook* (9th Edition). Toronto, ON: Thomas Nelson.

CREDIT/CONTACT HOURS:

2 (2-0-0) 30 Hours

DELIVERY MODE(S):

Online Distance Delivery

OBJECTIVES (OPTIONAL): On completion of this course, the students will be able to have improved abilities in written and oral communication.

TRANSFERABILITY:

**** 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**

Course Notes

The course notes will guide you through each of the five units in HS 1130 ENGLISH, providing the information you need to understand the concepts presented in the course. You are to complete the units as they appear.

Each unit contains:

An overview which introduces you to the unit and outlines the unit's learning objectives.

Course notes which include lessons about the specific topics. Along with the information in your text, course notes are the “meat” of the unit and set the stage for your other readings and activities.

Readings. Each unit has readings from your text that you are to complete. Some units have additional on-line readings that you will complete.

Learning Activities. Each unit has special tasks for you to complete. These learning activities are an essential part of your learning. They allow you to practice the skills introduced in the lesson. You do not need to send all of your completed exercises to your instructor. **If however, you are consistently achieving less than 70 percent on your self-marked exercises,** it is recommended that you submit your work to your instructor so that s/he may assist you. When you do submit your learning activities, please submit them using a Word document or another acceptable word processing software program. Submit your work to your instructor via the appropriate Drop Box in Moodle for marking and feedback.

Unless otherwise stated, there is no credit given for these skills practice exercises.

Discussion Forum. There will be a question posted to discuss during in Units 2,3, and 5. As a minimum, you are expected to make one substantial posting with a thoughtful and substantial response to the question, to make one response to a posting that someone else has done (and your response needs to have thoughtful content - not just a statement of agreement), and you need to read all of the postings. The system allows me to track your accesses to various postings as well as to read what you write.

References. Each unit has a list of references to show you where course information was obtained. Some units also include *further reading* recommendations on specific topics. To learn about any topic in more depth, locate the article, book, or website cited in the list of references.

Assignments

Assignments are an important part of your learning. Each unit has an assignment that **must** be completed and submitted to your instructor for feedback and marking.

Your instructor has the right to set specific deadlines for each of the assignments and quizzes in this course. Late assignments may be penalized.

It is strongly recommended that you **keep copies of each assignment before submitting them to your instructor**. If an assignment does not upload to Moodle properly, it is **your responsibility** to get another copy to your instructor.

Guidelines for Submission of Work

Assignments and learning activities will be submitted via the appropriate drop boxes in Moodle (e.g. Unit One Assignment One will be submitted to the Unit One Assignment Drop Box).

Format your work in a Word document format (discuss other possible word processing software programs with your instructor), unless another format or way to submit the work is specified.

Documents should be written in a 12 point font (Times New Roman or Arial font is preferred) and double spaced.

Grading Policy

Your final grade for this course will be calculated as follows:

Unit One Quiz	20%
Unit Three Definition Paragraph	5%
Unit Three Outline	5%
Research Paper	30%
• Unit Three First Draft	10%
• Unit Four Final Draft	20%
Unit Five – Business Letter & Memo Writing	5%
Unit Five – Oral Presentation & Evaluation	15%
Discussion Boards (3)	10%
Miscellaneous Assignments	10%
• Unit Two Assignment Two – Research Methods	3.3%
• Unit Two Assignment Three – APA Citation Style	3.3%
• Unit Four Assignment One – Abbreviations	3.3%
Total	100%

There are also a number of other small assignments throughout this course. These assignments are not for credit, but it is important that you complete and submit them so your instructor can see you are on the right track.

A final grade of C- must be obtained to pass this course. Final grades are based on the following 4-point system:

GRADING CRITERIA:

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

Withdrawal

If you must withdraw from the course, please notify your instructor and submit a withdrawal form which is in your *Student Handbook*. The handbook explains the withdrawal procedures.

Department Information and Academic Policies

ELCC Website - <https://www.gprc.ab.ca/programs/distance/full/elcc.html>

Student Conduct - <https://www.gprc.ab.ca/programs/calendar/>

HS1130 Course Schedule

Unit One	Learning Activities Discussion Forum Assignment	Weeks 1-3
Unit Two	Learning Activities Assignment	Weeks 4-7
Unit Three	Learning Activities Discussion Forum Assignment	Weeks 8-10
Unit Four	Learning Activities Assignment	Week 11-13
Unit Five	Learning Activities Discussion Forum Assignment	Weeks 14-15

STATEMENT ON PLAGIARISM AND CHEATING:

Refer to the College Policy on Student Misconduct: Plagiarism and Cheating at

https://www.gprc.ab.ca/files/forms_documents/Student_Misconduct.pdf

**Note: all Academic and Administrative policies are available at

<https://www.gprc.ab.ca/about/administration/policies/>