COMC-101 – Technical and Professional Writing

University Arts and Science

Effective Term & Year: Fall 2022
Course Outline Review Date: 2027-03-01

Program Area: Arts, Humanities, and Social Sciences

Description:

In this introductory course, students develop practical writing skills for the workplace. Activities centre on effective writing styles and offer detailed guidelines on planning, organizing, composing and revising documents for a range of communication tasks. This course reviews some grammar essentials and leads students to be resourceful and successful communicators in traditional and virtual correspondence.

Program Information:

This course can be used as either a required course or an elective in several programs, University Studies, Tourism or Recreation Management and Business Administration.

Delivery Methods: On-campus (Face-to-Face), Online

Credit Type: College of the Rockies Credits

Credits: 3

Course type/s: Humanities, Business Management

Instructional Activity and Hours:

Activity	Hours
Classroom, Directed Studies or Online Instruction	45
Seminar/Tutorials	
Laboratory/Studio	
Practicum/Field Experience	

Co-op/Work Experience	
Other	
Total	45

Course Requisites:

- Completed at least 1 of the following:
    - ENST 12 – English Studies 12
    - ENFP 12 – English First Peoples 12
    - ENGL090 – English – Provincial Level

Flexible Assessment: Yes

In some cases students may be able to apply for recognition of prior learning outside the classroom. This flexible assessment process provides equivalent course credit. It is a rigorous process that may include external evaluation, worksite assessment, demonstration, standardized test, self-assessment, interview, products/portfolio, and challenge exam, or other measures as appropriate. Tuition fees apply. Contact an education advisor for more information.

Course Transfer Credit:

For information about receiving transfer credit for courses taken at either British Columbia or Alberta institutions, please see https://www.bctransferguide.ca/ or https://transferalberta.alberta.ca . For more transfer credit information, please visit https://www.cotr.bc.ca/Transfer

All requests for course transfer credit from institutions in British Columba or elsewhere should go to the College of the Rockies Enrolment Services office.

Textbook Resources:

Textbook selection varies by instructor and may change from year to year. At the Course Outline Effective Date the following textbooks were in use:

Required textbook: Bovée, C.L., & Thill, J. V. (2021). Business Communication Today (15th Edition). Pearson

Open Education Resources (OER)

- Communication for Business Professionals – Canadian Edition ecampus Ontario

(pressbooks.pub)
- Cruthers, A. (2021). Business Writing for Everyone. BCCampugs

Please see the instructor's syllabus or check COTR's online text calculator
https://textbook.cotr.bc.ca/ for a complete list of the currently required textbooks.

Learning Outcomes:

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

- use a three-part writing process that incorporates the pre-writing, writing and revising steps to organize, compose and deliver workplace documents;
- use the elements of the rhetorical situation – context, audience, medium, purpose – to produce and deliver effective messages;
- develop a concise, direct, and clear writing style that adheres to the standards of professional writing;
- proofread for common errors in grammar and punctuation;
- use critical thinking skills to infer meaning, draw connections among ideas, evaluate arguments, and develop a logical response or reaction to the information presented;
- develop basic research skills to collect information about a topic and interpret it to reach a conclusion;
- summarize, paraphrase and incorporate relevant information in professional documents using the APA style;
- write persuasively using the direct or indirect pattern for a variety of workplace situations and scenarios;
- incorporate basic design elements to elevate the readability of professional documents and presentations; and
- work effectively in meetings and small groups.

Course Topics:

- Communication Basics
    - Communication Skills and Your Career
    - Collaboration, Interpersonal Communication and Business Etiquette
    - Communication Challenges in a Diverse, Global Marketplace
- The Writing Process in the Workplace
    - Planning, Writing and Completing Business Messages
    - Context, Audience and Purpose
    - Style and Tone
    - Organizing Ideas
- Technical Writing
    - Writing Emails, Memos, Letters
    - Writing Comparisons and Contrasts

- - Communicating Good, Routine and Negative Messages
    - Persuading your Audience
    - Writing Definitions, Descriptions, and Instructions
  - The Research Process
    - Planning your Research
    - Conducting Secondary Research
    - Evaluating and Processing Information
    - Making an Argument Using Sources
  - Document Design
    - Basic Design Principles

Evaluation and Assessments

Assessment Type: On-Campus (face-to-face) and Online, or Hybrid

Assessment Type	% of Total Grade
Assignments	40%
Research project	20%
Activities	15%
Quizzes/Tests	25%
Total	100%

Grade Scheme

A+	A	A-	B+	B	B-	C+	C	C-	D	F
>=90	89-85	84-80	79-76	75-72	71-68	67-64	63-60	59-55	54-50	<50

Pass requirements: None

Evaluation Notes: A grade of "D" grants credit, but may not be sufficient as a prerequisite for sequential courses.

Exam Attendance:

Students must attend all scheduled exams at the appointed time and place. Instructors may approve an alternate exam to accommodate an illness or personal crisis. Department heads will consider other written requests. Any student who misses a scheduled exam without prior approval will receive a "0" on the exam.

Academic Policies:

College of the Rockies policies related to courses can be found at

https://cotr.bc.ca/about-us/college-policies/ and include the following:

- Policy 2.4.3 Students with Documented Disabilities
- Policy 2.4.4 Student Conduct (plagiarism, other cheating, behavioral misconduct)
- Policy 2.5.8 Academic Performance
- Policy 2.5.3 Grade Appeal
- Policy 2.4.9 Student Concerns Re Faculty

Equivalent Course(s) and Course Code Changes

Prior Course Code: COMC 150 >> COMC 101

Date changed: April 2009

Course Changes:

The College of the Rockies updates course outlines regularly to meet changing educational, employment and marketing needs. The instructor will notify students in writing of any updates to this outline during the semester. The instructor reserves the right to revise, add or delete material while meeting the learning outcomes of this course outline.