COLLEGE OF THE ROCKIES

ENGL-091 – English – Provincial Level (Technical & Professional English)

College Preparation and Upgrading

Effective Term & Year: Fall 2022
Course Outline Review Date: 2025-03-01

Program Area: Upgrading for Academic and Career Entry

Description:

English 091 develops knowledge, skills, processes, strategies, attitudes and behaviours relevant to academic, technical, or professional careers. It is a provincial-level course that prepares students for employment, higher level education, further educational programs or satisfies personal goals. Students undertake a number of assignments ranging from developing, designing and presenting technical and professional information to communicating in the workplace.

Program Information:

This course fulfills the requirement for the Language Arts 12 component of the BC Adult Graduation Diploma. This course also fulfills the English prerequisite for post-secondary English courses.

Delivery Methods: Online, Directed/Guided Studies

Credit Type: ABE Credits

Credits: 3

Instructional Activity and Hours:

Activity	Hours
Classroom, Directed Studies or Online Instruction	90
Seminar/Tutorials	
Laboratory/Studio	

Practicum/Field Experience	
Co-op/Work Experience	
Other	
Total	90

Course Requisites:

- Completed at least 1 of the following:
    - ENGL080 – English – Advanced Level
    - EFLS 11 – EFP Literary Studies and Writing 11
    - ELNM 11 – EFP Literary Studies + New Media 11

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:

Finley M., & Frank D. *Communication at Work*, 4th Edition. Toronto, ON: Nelson, 2007.

Pfeiffer W.S. & J. Boogerd. *Pocket Guide to Technical Writing*. Canadian ed. Toronto, ON: Pearson, 2004.

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:

- recognize tone, including irony and understatement in poetry, short stories, drama or writing for technical and professional purposes;
- evaluate argument for validity, reliability, currency and objectivity;
- recognize structural elements associated with particular standard formats for technical and professional communications;
- demonstrate an awareness and understanding of the power of language in technical and professional communications; the importance of word choice and organization in furthering the problem-solving process (initiating, developing and organizing thought); and the influence of communication formats on language choices and usage;
- interact effectively in formal or informal situations;
- adjust speaking style to suit audience, purpose and situation;
- use effective presentation aids (e.g. diagrams, line drawings, overheads) to enhance communications;
- deliver a research-based oral presentation to inform or persuade and respond effectively to feedback;
- give and respond effectively to feedback during oral presentations;
- demonstrate a critical understanding of arguments;
- evaluate the effectiveness of one's own and others' written material (technical, business or informational) using criteria that include the following:
  - plain language
  - coherence and organization
  - consistency in the application of usage conventions
  - relevance to argument of supporting evidence and examples
  - appropriateness to intended purpose and audience
  - attention to detail
- summarize, make inferences, draw conclusions and critically evaluate;
- paraphrase main ideas in written material;
- distinguish between implicit and explicit messages;
- apply prior knowledge and experience to assist understanding of new material;
- use a variety of strategies and sources to gather and evaluate information, including print; use sources, library resources and the internet;
- evaluate the influences, writing style and background of particular authors in order to understand their writings;
- read and analyze the content, purpose and organization of a variety of written material used in workplace and professional situations (e.g. letters, memos, email, reports, proposals);
- interpret technical and professional information conveyed in graphic and other non-verbal;
- apply a writing process approach (pre-write, draft, revise, edit);

- produce work that demonstrates effective organization, support (e.g. examples, evidence) and sentence ;
- gather, evaluate, synthesize and organize information into a research report of approximately 1500 words using an appropriate documentation style (g. APA, MLA or Chicago);
- understand and avoid plagiarism;
- produce writing on demand (e.g. business writing, essays, exams);
- create a variety of effective technical and professional documents;
- recognize and use languagespecific to technical and professional writing;
- gather information and organize it into functional writing assignments, for example, simple reports, letters and memos;
- edit own work fully for coherence and accuracy;
- monitor spelling, grammar, mechanics and syntax using appropriate techniques and resources as required, including electronic technology;
- write effectively, adjusting for audience, purpose and situation to inform, persuade, and interact in formal and informal situations; and
- organize information and ideas to clarify thinking and achieve desired effect.

Course Topics:

1. Technical and Professional English
2. The Writing Process
3. Communicating in the Workplace
4. Process Writing and Writing Instructions
5. Researching and Referencing Information
6. Designing Documents
7. Reporting Technical and Professional Information
8. Presenting Technical and Professional Information

See instructor's syllabus for the detailed outline of weekly readings, activities and assignments.

The outcomes of this course meet and are consistent with the outcomes prescribed for Computer Studies: Fundamental Level in the Adult Basic Education in British Columbia Colleges – An Articulation Handbook –
https://www.bctransferguide.ca/wp-content/uploads/2022/08/abeguide2223.pdf

Evaluation and Assessments

Assessment Type: Directed/Guided Studies

Assessment Type	% of Total Grade
Assignments/Classwork	50%
Written Report	20%

Presentation	5%
Final Exam – Covers the entire course	25%
Total	100%

Grade Scheme

A+	A	A-	B+	B	B-	C+	C	C-	D	F
>=95	94-90	89-85	84-80	79-75	74-70	69-65	64-60	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

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.