

Technical and Professional Writing – COMC 101

University Studies Program

Course Outline

COURSE IMPLEMENTATION DATE:	September 2009
OUTLINE EFFECTIVE DATE:	September 2020
COURSE OUTLINE REVIEW DATE:	March 2025

GENERAL COURSE 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: This course is delivered face-to-face and online.

COTR Credits: 3

Hours for this course: 45 hours

Typical Structure of Instructional Hours:

Instructional Activity	Duration
Lecture Hours	45
Seminars / Tutorials	
Laboratory / Studio Hours	
Practicum / Field Experience Hours	
Other Contact Hours	
Total	45

Practicum Hours (if applicable):

Type of Practicum	Duration
On-the-job Experience	N/A
Formal Work Experience	N/A
Other	N/A
Total	

Course Outline Author or Contact:

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Signature

APPROVAL SIGNATURES:

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Department Head Signature

Dean Signature

EDCO

Valid from: September 2020 – March 2025

Education Council Approval Date

COURSE PREREQUISITES AND TRANSFER CREDIT:

Prerequisites: Minimum 65% in either English 12, English Studies 12, English First Peoples 12, ENGL 090, or equivalent (refer to Course Equivalency information on the College Website)

Corequisites: None

Flexible Assessment (FA):

Credit can be awarded for this course through FA Yes No

Learners may request formal recognition for flexible assessment at the College of the Rockies through one or more of the following processes: External Evaluation, Worksite Assessment, Demonstration, Standardized Test, Self-assessment, Interview, Products/Portfolio, Challenge Exam. Contact an Education Advisor for more information.

Transfer Credit: For transfer information within British Columbia, Alberta and other institutions, please visit <http://www.cotr.bc.ca/Transfer>.

Students should also contact an academic advisor at the institution where they want transfer credit.

Prior Course Number: COMC 150 ⇨⇨COMC 101

Date changed: April 2009

Textbooks and Required 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:

Technical Writing via <https://courses.lumenlearning.com/suny-professionalcommunication/>

- The Writing Commons via <https://writingcommons.org/chapters>
- Introduction to Professional Communications via BCCampus' <https://pressbooks.bccampus.ca/professionalcomms/>
- Technical Writing via <http://www.oercommons.org/courses/engl-235-technical-writing/view>
- Instructor developed material: lecture notes, online academic articles, websites and videos.

Please see the instructor's syllabus or check COTR's online text calculator

<http://go.cotr.bc.ca/tuition/tCalc.asp> for a complete list of the currently required textbooks.

LEARNING OUTCOMES:

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

- select appropriate communication channels (e.g., e-mail, memo, letter, IMs, blogs, fax, voice-mail, etc.) for a particular situation and purpose;
- use a three-part writing process that incorporates pre-writing, writing and revising;
- organize ideas effectively;
- edit for a concise, direct and simple prose style;
- write persuasively;
- proofread for common errors in grammar and punctuation;
- work effectively in meetings and small groups; and
- adapt message to the style required and use appropriate formats for letters, memos and e-mails.

This course should help students to

- develop the knowledge and skills required for contemporary business communications;
 - sensitively respond to cultural diversity and issues of cross-cultural communications;
 - respond ethically to a broad range of communication needs and situations; and
 - learn to be a valuable team player.
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COURSE TOPICS:

- The Writing Basics
 - Getting Started: Writing and Your Career
 - The Writing Process at Work
 - Collaborative Writing and Meetings at Work
 - Grammar Essentials
- Technical Writing
 - Writing Argument
 - Comparison and Contrast
 - Writing Definitions, Descriptions, Instructions and Procedures

- Professional Correspondence
 - Writing Routine Business Correspondence: Memos, Faxes, E-mails, IMs and Blogs
 - Writing Letters: Some Basics for Audiences Worldwide
 - Types of Business Letters
 - How to Get a Job: Searching, Preparing and Applying

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

EVALUATION AND ASSESSMENT (Face-to-Face Delivery):

Assignments	% Of Total Grade
Assignments	45%
In-class activities	25%
Final Exam	<u>30%</u>
Total	100%

EVALUATION AND ASSESSMENT (Online Delivery):

Assignments	% Of Total Grade
Assignments	45%
Online activities	25%
Final Exam	<u>30%</u>
Total	100%

Please see the instructor's syllabus for specific classroom policies related to this course, such as details of evaluation, penalties for late assignments and use of electronic aids.

To receive credit for the course, the student must achieve a passing grade on the final exam.

EXAM POLICY:

Students must attend all required scheduled exams that make up a final grade at the appointed time and place.

Individual instructors may accommodate for illness or personal crisis. Additional accommodation will not be made unless a written request is sent to and approved by the appropriate Department Head prior to the scheduled exam.

Any student who misses a scheduled exam without approval will be given a grade of "0" for the exam.

COURSE GRADE:

Course grades are assigned as follows:

Grade	A+	A	A-	B+	B	B-	C+	C	C-	D	F
Mark (Percent)	≥ 90	89-85	84-80	79-76	75-72	71-68	67-64	63-60	59-55	54-50	< 50

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

ACADEMIC POLICIES:

See www.cotr.bc.ca/policies for general college policies related to course activities, including grade appeals, cheating and plagiarism.

COURSE CHANGES:

Information contained in course outlines is correct at the time of publication. Content of the courses is revised on an ongoing basis to ensure relevance to changing educational, employment and marketing needs. The instructor endeavours to provide notice of changes to students as soon as possible. The instructor reserves the right to add or delete material from courses.