

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ON

COURSE OUTLINE

COURSE TITLE: READING AND WRITING

CODE NO.: ENG 138-3 SEMESTER: WINTER

PROGRAM: OFFICE ADMINISTRATION

AUTHOR: LANGUAGE AND COMMUNICATION DEPARTMENT

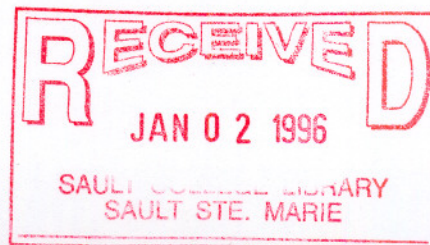
DATE: JANUARY 1996 PREVIOUS OUTLINE DATED: JANUARY 1995

APPROVED:

Judith Morris
JUDITH MORRIS, DEAN, SCHOOL OF
ARTS AND GENERAL EDUCATION

DATE

Dec 195



PHILOSOPHY/GOALS

While further developing the skills in English grammar and usage learned in English 132, this course also concentrates on reading comprehension, writing, vocabulary building, and spelling.

METHOD OF ASSESSMENT

Students' skills in reading comprehension, writing, vocabulary development, and grammar will be assessed by tests during the semester. A final exam will be used to assess comprehensive skill development.

The following letter grades will be assigned in accordance with the Language and Communication Department Guidelines:

A+	Consistently outstanding	(90% - 100%)
A	Outstanding achievement	(80% - 89%)
B	Consistently above average achievement	(70% - 79%)
C	Satisfactory or acceptable achievement in all areas subject to assessment	(60% - 69%)
R	Repeat--The student has not achieved the objectives of the course and the course must be repeated.	(Less than 60%)
CR	Credit exemption	
X	A temporary grade, limited to situations with extenuating circumstances, giving a student additional time to complete course requirements	

NOTE: Students may be assigned an "R" grade early in the course for unsatisfactory performance.

ASSIGNMENTS AND GRADING

Work will be graded as follows:

1. Grammar - 20%
2. Writing - 30%
3. Vocabulary/Related Activities - 10%
4. Reading - 10%
5. Documentation and Library Skills - 10%
6. Final Exam - 20%

TEXTBOOKS AND SUPPLIES

1. College Writing Skills with Readings (3rd edition). Langan, McGraw-Hill.
2. Communicating in the Workplace. Zimmer, Camp, Francis-Dombeck. McGraw-Hill Ryerson.
3. Communicating in the Workplace: Workbook. Zimmer, Camp, Francis-Dombeck. McGraw-Hill Ryerson.
4. GAGE Canadian Dictionary, Gage Educational Publishing Company.
5. Roget's Thesaurus.
6. Students may be required to purchase two overhead transparencies and a black or blue non-permanent transparency pen.

COURSE OBJECTIVES

Upon completion of the course, students will be able to do the following:

1. Write clear, concise grammatically correct sentences in written documents
2. Analyze sentences and paragraphs to identify problems and correct them
3. Write unified, well-organized paragraphs and essays
4. Demonstrate increasing acquisition of vocabulary development techniques (dictionary use, context, root analysis, etc.)
5. Read at a level consistent with post-secondary work
6. Employ a variety of editing techniques
7. Acquire library and documentation skills

COURSE TOPICS

The following topics will be taught:

1. Number Usage - Ordinals/Cardinals
 - Beginning sentences with
 - Under 10
 - As dates
 - Combinations
2. Abbreviations - Certification
 - Titles
 - Government Agencies
 - Communication Systems

3. Parentheses - words, phrases, and clauses
4. Verbs - Voice - Active/Passive
- Mood - Indicative, Imperative, Subjunctive
5. Parallel Structure
6. Paragraphs and essays - incorporating proper sentence structure, organization and methods of development
7. Reading for Comprehension
8. Vocabulary - exercises in development and analysis
9. Documentation Skills

Periodic tests will be used to measure skill mastery.

Note: Topics may not be presented in the order shown. To meet course objectives, students should expect to match each scheduled class hour with at least one hour of independent study.

INSTRUCTIONAL METHODS

A variety of methods including classroom presentations, individual and small group work, directed readings, and assignments will be used to respond to students' needs.

TIME FRAME

ENG 138-3 involves three periods per week for one entire semester.

PLAGIARISM

Students should refer to the definition of "academic dishonesty" in the "Statement of Student Rights and Responsibilities."

Students who engage in "academic dishonesty" will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course, as may be decided by the professor.

In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced and to credit the author of the material, it is the policy of the department to employ a documentation format for referencing source material.

SPECIAL NOTES

discuss required accommodations confidentially with the professor. It is the responsibility of students who require accommodations to contact the Special Needs Office. All students and their tutors are required to meet with the professor before tutoring begins and as needed throughout the semester to enhance the learning process and student success.

ADVANCED CREDIT

Students who have completed an equivalent post-secondary course should bring relevant documents to the Coordinator, Language and Communication Department. Those who have related employment-centred experience should see the Prior Learning Assessment (PLA) Coordinator.