



# COURSE OUTLINE

**Course Name:** Technical and Professional English 12

**Course Number:** ENGL 0992

**Number of Credits:** 4.0

**Effective Date:** Sept 2018

**Course Description:**

This course develops technical writing and communication skills. Students will write a range of documents including reviews, summaries and reports. Students will evaluate a variety of texts and work collaboratively to create a project.

**School or Centre:**

School of Arts and Science

**Year of Study:**

ABE Provincial Level (Grade 12)

**Course History:**

New Course

**Name of Replacing Course (if applicable):**

**Course Pre-requisites (if applicable):**

Writing Skills 11 (0826), or English 11 second half (0871) with a C+, or ABE Reading ,Writing Assessment scores: reading 50, writing sample 40, writing 0871 or equivalent.

**Course Co-requisites (if applicable):**

**PLAR (Prior Learning Assessment & Recognition)**

No  Yes (details below):

**Instructional Strategies:**

- 1 Self paced- one on one instruction
- 2 Class-based-lecture and small group activities

**Course Learning Outcomes:**

Students will meet the learning outcomes for ABE Provincial level English (Technical) as stated in the most recent ABE articulation handbook.

**Program Learning Outcomes:**

Since this course is taken as part of the ABE Provincial Certificate program, see the program content guide for program learning outcomes.

## Evaluation/Grading System

Grading System	Specify if 'Other':	Specify Passing Grade:
Letter Grades		D

## Components and Weighting of the Assessment/Evaluation Plan:

Type	Percentage	Evaluation Plan (provide a brief explanation for each component especially if value exceeds 35%):
Participation	12	Discussion boards, peer engagement, introduction
Project	15	Group Project
Assignments	15	Issues report
Exam	25	Text analysis and Text evaluation test
Assignments	13	Documentary Review and Speech evaluation
Assignments	20	Oral presentation (including self and peer evaluation and final submission)
<b>Total</b>		<b>100</b>

## Learning Environment/Type

Instruction Type	Hours Per Instruction Type	Comments
L - Classroom	96	
S - Self-paced	96	
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<b>Total</b>		<b>96</b>

## Resource Material(s):

Resources are items in addition to tuition that the student is responsible for purchasing. Course resource information will be supplied by the department/instructor.

**Course Topics:**

Critical and Creative Thinking  
Informal and Formal Communication  
Technical and Professional Documents  
Non-fiction, Current Events  
Cooperative Communication  
Health Related Documents

## **VCC Education and Education Support Policies**

There are a number of **Education** and **Education Support** policies that govern your educational experience at VCC, please familiarize yourself with them.

The policies are located on the VCC web site at:

<http://www.vcc.ca/about/governance--policies/policies/>

To find out how this course transfers, visit the BC Transfer Guide at [www.bctransferguide.ca](http://www.bctransferguide.ca).

### **FOR COMMITTEE USE ONLY**

Approved by Curriculum Committee:

Approved by Education Council: