COLLEGE OF
THE ROCKIES

Technical and Professional Writing – COMC 101
University Studies Program

Course Outline

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	

© **College of the Rockies**

Course Outline Author or Contact:

Nathalie Lesage, BA, BEd, MA

_____
Signature

APPROVAL SIGNATURES:

Department Head
Erin Aasland Hall
E-mail: aaslandhall@cotr.bc.ca

Dean of Business and University Studies
Darrell Bethune
E-mail: bethune@cotr.bc.ca

_____
Department Head Signature

_____
Dean Signature

EDCO

Valid from: September 2022 – March 2027

_____
Education Council Approval Date

COURSE PREREQUISITES AND TRANSFER CREDIT:

Prerequisites: Minimum 65% in either 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:

> 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
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

- 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

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

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

Assignments	% Of Total Grade
Assignments	40%
Research project	20%
Activities	15 %
Quizzes/Tests	25%
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.

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.