



**DEPARTMENT OF HUMAN SERVICES**

**COURSE OUTLINE – Fall 2021**

**HS 1130 A2: ENGLISH**

**3 (3-0-0) 45 hours for 15 weeks**

Grande Prairie Regional College respectfully acknowledges that we are located on Treaty 8 territory, the traditional homeland and gathering place for many diverse Indigenous peoples. We are honoured to be on the ancestral lands of the Cree, Dene/Beaver and Métis, whose histories, languages, and cultures continue to influence our vibrant community. We are grateful to have the opportunity to work, learn, and live on this land.

**INSTRUCTOR:** Kirsten Clark

**PHONE:** (780) 539-2793

**OFFICE:** H203

**EMAIL:** kiclark@gprc.ab.ca

**OFFICE HOURS:** Mondays 10:15 - 11:15  
a.m., Tuesdays 2:30 - 3:30 p.m.

**CALENDAR DESCRIPTION:** A college level English course designed to improve the professional communication skills of students. Emphasis is given to the study of grammar and its application to essay writing, oral presentation and practical workplace communication.

**LOCATION/TIME:** Room E306 (or on Zoom) Tuesdays and Thursdays 1:00 - 2:20 - September 1 - December 17

**PREREQUISITE(S)/COREQUISITE:** English 30-1, English 33, or consent from the instructor. Students with previous credit in CD 1130 will not also receive credit for HS 1130.

**REQUIRED TEXT/RESOURCE MATERIALS:** Materials provided in class or on MyClass using Open Education Resources

**DELIVERY MODE(S):** High flex – This type of course gives students the option of attending sessions in the classroom, participating online, or doing both. Please note that some course components require onsite attendance. (exams, group projects/presentations, activities)

**COURSE OBJECTIVES:** This course intends to provide students with:

An exploration of the mechanics of grammar, sentence structure, tone and style in business writing  
The foundations for essay writing, including classic research paper structure, research methods and materials, and APA citations

An understanding of the correct usage of punctuation, capitalization, abbreviations, and numbering  
Opportunities to practice the correct format for written business communications  
An understanding of how to effectively present academic material in the form of an oral presentation





September 30

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