

**Justice Institute of British Columbia  
COURSE OUTLINE**

**Course Code:** LESD106  
**Course Title:** English 101  
**Prerequisite Courses:**  
**Sponsoring Division:** Police Academy  
**Previous Course Code & Title:** N/A  
**Course Effective Date:**

<b># of Credits:</b>	<b>3</b>
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**Course Description:**

This course will help participants to develop post-secondary level communication and composition skills. Learners will be introduced to the study of library resources, the analysis of reading materials, and will write preparatory papers from reports and reviews to a research paper. Participants will learn to analyze sources and by completing several written assignments, will develop confidence in written communication.

**Course Goal(s):**

The main goal of the course is to provide learners with the fundamental tools for communicating effectively at the post-secondary level both orally and in writing.

**Course Learning Objectives:**

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

1. Reflect critically on her/his own and others' writing
2. Use analysis to write clear and persuasive arguments
3. Demonstrate proficiency in self-editing practices
4. Develop her/his thinking with evidence
5. Identify a specific target audience and gauge the writing appropriately

**Course Topics/Content:**

- Parts of speech
- Sentence and paragraph structure
- Constructing a good thesis
- Creating a bibliography
- Style guides
- Revision / peer review
- Understanding the target audience

**Text and Resource Materials:** Use APA style; specify chapters where applicable. ([APA Style Guidelines](#))

**Required:**

Ramage, John D and Bean, John C. (2009 ). *The Allyn and Bacon Guide to Writing*, (5<sup>th</sup> Ed). New York: Longman.

**Recommended:**

*The Oxford Advanced Learner's Dictionary*

**Course Level:**

X	First Year		Second Year		Third Year		Fourth Year
	Other (describe):						

**Equivalent Course(s) within the JIBC:**

**Class Delivery Methods:**

Some courses are delivered using a range of methods within one class (course section) or alternative methods in different classes. Please outline the most common delivery options used for this course. The total class hours should be the same for each option.

Delivery Methods	Class Option A (Hours)	Class Option B (Hours)	Class Option C (Hours)	Class Option D (Hours)
Classroom/Lecture/Discussion	42			
Simulation/Lab				
Practicum/Fieldwork				
Online				
Correspondence				
<b>Total Class Hours</b>	42			

**Comments on Delivery Methods:**

**Related Program(s):**

There are no related courses offered at the JIBC

**Credit Transfer exists at:**

**Course Grading System:**

*Check the system that applies to this course:*

	Letter Grades	X	Percentage		Pass/Fail		Credit/No Credit
X	Complete/Incomplete		Attendance Only		Not Applicable		

<b>Passing Grade:</b>	
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*JIBC Standard Grading Scale for Letter, Grade Point and % Grades:*

Letter Grade	Grade Points	% Range	Letter Grade	Grade Points	% Range
A+	4.33	90-100	C+	2.33	64-67
A	4.00	85-89	C	2.00	60-63
A-	3.67	80-84			
B+	3.33	76-79	C-	1.67	56-59
B	3.00	72-75	D	1.00	50-55
B-	2.67	68-71	F	0.00	0-49

**Evaluation Activities and Weighing:** (complete the %'s which apply – total must equal 100%)

Final Exam	35%	Assignments	35%	Project	%	Capstone Project	%
Midterm Exam	20%	Portfolio	%	Participation	10%	Other	%
Quizzes/Test	%	Simulations	%	Practicum	%	TOTAL	100%

**Comments on Evaluation:**

Students are required to:

Achieve a passing mark on all formal written evaluations

Participate and complete all required components

**Other Course Guidelines, Procedures and Comments:**

Students are required to attend all classroom written evaluations.

**View the Justice Institute of BC Policies listed below at:**

<http://www.jibc.bc.ca/studentServices/main/AcademicServices/policies.htm>

Access Policy  
Harassment Policy  
Prior Learning Assessment Policy  
Student Code of Conduct

Academic Appeals Policy  
Intellectual Property Rights Policy  
Research on Human Subjects: Ethics  
Student Records