

I. COURSE DESCRIPTION:

Successful learners must be effective communicators in academic, personal and work settings. Effective communicators are able to express themselves well when presenting and defending ideas and opinions by using oral, visual and written forms of communications. Graduates who achieve the learning outcomes will have well-developed communication skills that will prepare them for success in a variety of college post-secondary programs.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

Upon successful completion of this course, the student will demonstrate the ability to:

1. **Read with Understanding for Various Purposes:** to evaluate information, ideas, issues and styles of a variety of informational texts and literary pieces

Potential Elements of the Performance:

- Comprehend material using a wide variety of reading strategies
- Select and use specific and significant evidence from texts to support judgments and arguments.
- Assess information from a research report to write a summary
- Interpret explicit and implicit information in texts and media works
- Identify bias and examine alternative points of view
- Analyze author's use of language, syntax and literary devices and elements of design to organize and present ideas.

2. **Write Clearly to Express Ideas:** to produce unified and effective written work by using different sources for gathering information, selecting appropriate forms of writing, and choosing from a range of organizational structures.

Potential Elements of the Performance:

- Investigate topics using information and ideas from a variety of sources; determine reliability, credibility and suitability to the form and purpose of writing.
- Select and use appropriate forms, voice, language and vocabulary, structures and organization to produce written work for specific audiences and purposes.
- Appropriately cite research information
- Use correct mechanics (grammar, punctuation and spelling) with or without the use of handbooks, dictionaries, etc.

3. **Speak and Listen Effectively:** to process and use oral

communications effectively.

Potential Elements of the Performance:

- Use appropriate language, vocabulary, technique and materials to effectively present ideas to specific audiences and for specific purposes.
- Contribute to and lead discussions
- Connect ideas and arguments to other knowledge, make inferences and summarizes important ideas
- Record key information
- Detect fact, opinion and omission in oral presentations; assess validity of arguments, evidence and conclusions

4. **Interpret the Media Effectively:** to assess a variety of media works and to create one type of media works.

Potential Elements of the Performance:

- Distinguish between explicit and implicit messages in the media
- Explain how media is used to influence people and how different audiences react to different media works
- Explore connections between media and industry/government codes and regulations
- Create a media piece (newsletter, journal, commercial, etc.)

III. TOPICS:

1. Reading
2. Writing
3. Speaking and Listening
4. Media Studies

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

- *The Bare Essentials, Form A* (6th Ed.). S. Norton and B. Green. Thomson-Nelson (2006).
- *Advancing Vocabulary Skills , Short Version* (2nd Ed.). D. Goodman, S. Nist, C. Mohr. Townsend Press (1997).
- Various modules provided by the Academic Upgrading office.

V. EVALUATION PROCESS/GRADING SYSTEM:

Grammar, vocabulary, mechanics tests and quizzes	21%
Article, business letter, and memo writing	22%
Responsive, expository and research writing	43%
Media Studies Module (responsive writing and project)	14%

The following semester grades will be assigned to students:

Grade	Definition
A+	90 – 100%
A	80 – 89%
B	70 – 79%
F (Fail)	69% and below
W	Student has withdrawn from the course without academic penalty.

VI. SPECIAL NOTES:

Course Outline Amendments:

The professor reserves the right to change the information contained in this course outline depending on the needs of the learner and the availability of resources.

Retention of Course Outlines:

It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other postsecondary institutions.

Disability Services:

If you are a student with a disability (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your professor and/or the Disability Services office. Visit Room E1101 or call Extension 2703 so that support services can be arranged for you.

Communication:

The College considers **WebCT/LMS** as the primary channel of communication for each course. Regularly checking this software platform is critical as it will keep you directly connected with faculty and current course information. Success in this course may be directly related to your willingness to take advantage of the **Learning Management System** communication tool.

Plagiarism:

Students should refer to the definition of “academic dishonesty” in *Student Code of Conduct*. A professor/instructor may assign a sanction as defined below, or make recommendations to the Academic Chair for disposition of the matter. The professor/instructor may (i) issue a verbal reprimand, (ii) make an assignment of a lower grade with explanation, (iii) require additional academic assignments and issue a lower grade upon completion to the maximum grade “C”, (iv) make an automatic assignment of a failing grade, (v) recommend to the Chair dismissal from the course with the assignment of a failing grade. 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.

Student Portal:

The Sault College portal allows you to view all your student information in one place. **mysaultcollege** gives you personalized access to online resources seven days a week from your home or school computer. Single log-in access allows you to see your personal and financial information, timetable, grades, records of achievement, unofficial transcript, and outstanding obligations. Announcements, news, the academic calendar of events, class cancellations, your learning management system (LMS), and much more are also accessible through the student portal. Go to <https://my.saultcollege.ca>.

Electronic Devices in the Classroom:

Students who wish to use electronic devices in the classroom will seek permission of the faculty member before proceeding to record instruction. With the exception of issues related to accommodations of disability, the decision to approve or refuse the request is the responsibility of the faculty member. Recorded classroom instruction will be used only for personal use and will not be used for any other purpose. Recorded classroom instruction will be destroyed at the end of the course. To ensure this, the student is required to return all copies of recorded material to the faculty member by the last day of class in the semester. Where the use of an electronic device has been approved, the student agrees that materials recorded are for his/her use only, are not for distribution, and are the sole property of the College.

Attendance:

Sault College is committed to student success. There is a direct correlation between academic performance and class attendance; therefore, for the benefit of all its constituents, all students are encouraged to attend all of their scheduled learning and evaluation sessions. This implies arriving on time and remaining for the duration of the scheduled session.

This course is a continuous intake course; therefore, the typical “semester” guideline does not apply.

