

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ON

COURSE OUTLINE

COURSE TITLE: ADVANCED COMMUNICATION SKILLS FOR OFFICE ADMINISTRATION

CODE NO.: ENG 314-3 SEMESTER: WINTER

PROGRAM: BUSINESS: OFFICE ADMINISTRATION

AUTHOR: LANGUAGE AND COMMUNICATION

DATE: JANUARY 1992 PREVIOUS OUTLINE DATED: JANUARY 1991

APPROVED:

DEAN

[Signature]

DATE

91-12-11

PREREQUISITE

To register in English 314-3, the student must have successfully completed the 100 and 200 level English courses for Office Administration.

PHILOSOPHY/GOALS

This course enables Office Administration students to update and refine interview skills; develop and apply critical thinking, research and reporting skills; and develop skills essential for recording and processing oral information.

METHOD OF ASSESSMENT

Students will be assessed on oral and written assignments and on class activities as specified on page three.

Letter grades will be assigned in accordance with the Language and Communication Department Guidelines.

The following letter grades will be assigned as final grades in courses in the Language and Communication Department:

A+	Consistently outstanding	(90% - 100%)
A	Outstanding achievement	(80% - 89%)
B	Consistently above average achievement	(70% - 79%)
C	Satisfactory or acceptable achievement in all areas subject to assessment	(60% - 69%)
R	Repeat--The student has not achieved the objectives of the course and the course must be repeated.	(Less than 60%)
CR	Credit exemption	
X	A temporary grade, limited to situations with extenuating circumstances, giving a student additional time to complete course requirements	

NOTE: Students may be assigned an "R" grade early in the course for unsatisfactory performance.

TEXTBOOKS

1. Text: to be indicated by teacher.
2. College English Communication. Stewart-Zimmer-Camp-Dombeck. McGraw-Hill Ryerson. (Reference)
3. GAGE Canadian Dictionary, GAGE Educational Publishing Company.
4. Roget's Thesaurus.
5. Gregg Reference Manual.

OBJECTIVES

1. In preparation for a staged interview, provide a suitable resume and write an appropriate cover letter.
2. Build interview skills by preparing for an interview and participating as interviewee in a videotaped interview.
3. Develop critical awareness of the interview process by analyzing interview performance from feedback obtained during and subsequent to the interview.
4. Utilize writing and editing skills and area-related content in the preparation of business documents.
5. Develop information recording, revising, and editing skills and apply these skills to a task.
6. Use critical thinking to analyze area-related situations requiring professional judgement; compare alternatives; select and justify a solution.

INSTRUCTIONAL METHODS

Instructional methods will vary according to student needs.

ASSIGNMENTS AND PERCENTAGE GRADING

Objective one:	Job-specific cover letter	5%
Objective two:	Videotaped interview: completion and evaluation.	10%
Objective three:	Interview: student analysis	10%
Objective four:	1. Advanced business writing	20%
	2. Oral presentation of a document	10%
Objective five:	Summarizing assignments	25%
Objective six:	Critical thinking	10%
Classroom activities		10%
TOTAL		100%

DUE DATES

Due dates for assignments, interviews, and presentations will be announced during the semester.

TIME FRAME

Advanced Communication Skills for Office Administration (ENG 314-3) involves two periods per week for one entire semester.

