

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO



**SAULT
COLLEGE**

COURSE OUTLINE

COURSE TITLE: Communication and Professional Practice

CODE NO. : HIC105/OEL721 **SEMESTER:** W11

PROGRAM: Home Inspection Certificate

AUTHOR: Laurie Poirier

DATE: Fall 2010 **PREVIOUS OUTLINE DATED:** N/A

APPROVED: "Laurie Poirier" Fall 2010

	CHAIR	DATE
TOTAL CREDITS:	3	
PREREQUISITE(S):	n/a	
HOURS/WEEK:	45 hour course	

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For additional information, please contact Laurie Poirier, Chair
School of Continuing Education
(705) 759-2554, Ext. 2665

I. COURSE DESCRIPTION:

The professional home inspector is required, both verbally and in writing, to describe the inspection process and communicate inspection findings to the client. It is imperative that the home inspector be able to communicate clearly and effectively to ensure understanding of an inspection, once conducted. Students in this subject develop their oral and written communication skills, and learn the reporting requirements and proper conduct required of a professional in this industry.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

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

1. Potential Elements of the Performance:
2. Potential Elements of the Performance:
3. Potential Elements of the Performance:
4. Potential Elements of the Performance:
5. Potential Elements of the Performance:
6. Potential Elements of the Performance:

III. TOPICS:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

Communication and Professional Practice - Carson Dunlop and Associates

V. EVALUATION PROCESS/GRADING SYSTEM:

- Quizzes are worth 20% of your final mark
 - Each individual Quiz is worth 5%.
 - There are four quizzes.
 - We will delete the lowest scoring of the four quizzes from your grade.
- The mid term test is worth 25% of your final mark
- Field exercise/assignments are worth 15% of your mark
- The final test is worth 40% of the final mark

The following semester grades will be assigned to students:

Grade	<u>Definition</u>	<i>Grade Point Equivalent</i>
A+	90 – 100%	4.00
A	80 – 89%	3.00
B	70 - 79%	2.00
C	60 - 69%	1.00
D	50 – 59%	0.00
F (Fail)	49% and below	
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field /clinical placement or non-graded subject area.	
U	Unsatisfactory achievement in field/clinical placement or non-graded subject area.	
X	A temporary grade limited to situations with extenuating circumstances giving a student additional time to complete the requirements for a course.	
NR	Grade not reported to Registrar's office.	
W	Student has withdrawn from the course without academic penalty.	

VI. SPECIAL NOTES:**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.

VII. COURSE OUTLINE ADDENDUM:

The provisions contained in the addendum located on the portal form part of this course outline.