Course Code: Title	CMM400: ADVANCED COMMUNICATION FOR AVIATION
Program Number: Name	
Department:	COMMUNICATIONS
Semesters/Terms:	18F
Course Description:	This course provides advanced training in the organization and presentation of information, using a teamwork approach, for Aviation Technology - Flight students. Emphasis will be placed on recognizing audience needs, using persuasive techniques, practising interpersonal skills, and enhancing presentation skills. A major component of the course will consist of career exploration, preparation of a resume and cover letter, and interview skills.
Total Credits:	3
Hours/Week:	3
Total Hours:	45
Prerequisites:	CMM115, CMM210
Corequisites:	There are no co-requisites for this course.
Essential Employability Skills (EES) addressed in this course:	EES 1 Communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience.
	EES 2 Respond to written, spoken, or visual messages in a manner that ensures effective communication.
	EES 4 Apply a systematic approach to solve problems.
	EES 5 Use a variety of thinking skills to anticipate and solve problems.
	EES 6 Locate, select, organize, and document information using appropriate technology and information systems.
	EES 7 Analyze, evaluate, and apply relevant information from a variety of sources.
	EES 8 Show respect for the diverse opinions, values, belief systems, and contributions of others.
	EES 9 Interact with others in groups or teams that contribute to effective working relationships and the achievement of goals.
	EES 10 Manage the use of time and other resources to complete projects.
	EES 11 Take responsibility for ones own actions, decisions, and consequences.
Course Evaluation:	Passing Grade: 50%, D
Books and Required Resources:	APA style guide from 1st-level CMM course (Cites & Sources or Sault College APA Quick Guide)
Course Outcomes and Learning Objectives:	

Course Outcome 1	Learning Objectives for Course Outcome 1
1. Analyze, develop, and practise verbal	1.1 Recognize key elements for effective communication 1.2 Research and analyze scenarios involving cockpit

	communication strategies in a variety of settings.	communication 1.3 Conduct, participate in, and evaluate career interviews 1.4 Prepare and deliver effective oral presentations ranging from impromptu talks to collaborative research presentations
	Course Outcome 2	**Learning Objectives for Course Outcome 2**
	2. Research career options and design an effective career resume and cover letter.	2.1 Research potential employment opportunities 2.2 Relate education and skills to current job market 2.3 Analyze strengths and deficiencies to determine short- and long-term goals 2.4 Employ elements of document design to generate a career report, career resume, and cover letter
	Course Outcome 3	**Learning Objectives for Course Outcome 3**
	3. Produce clear, concise, accurate, well-organized, professional, computer-generated documents.	3.1 Locate, gather, summarize, apply, and document information, including graphics, from both primary and secondary sources 3.2 Produce a report, proposal, or other analytical or persuasive report appropriate to audience and purpose 3.3 Effectively integrate visual elements and text in the design and production of formats such as brochures, infographics, or PowerPoint presentations
	Course Outcome 4	**Learning Objectives for Course Outcome 4**
	4. Demonstrate, practise, and evaluate individual and team effort in a collaborative teamwork environment.	4.1 Recognize stages of team development and growth 4.2 Collaborate with peers on projects, reports, presentations, role-playing, discussions, or other assigned activities 4.3 Practise team skills within a working environment 4.4 Complete assigned tasks within group 4.5 Participate in peer editing of written projects 4.6 Evaluate individual and team members` roles within a group 4.7 Demonstrate responsibility toward group success

Evaluation Process and Grading System:

Evaluation Type	Evaluation Weight	Course Outcome Assessed
Career Report	20%	1, 2, 3
Flight Communications Paper	15%	1, 3, 4
Group Presentation with PPT	10%	1, 3, 4
Individual and Group Evaluations	10%	1, 3, 4
Interviews	10%	1, 3, 4
Persuasive Response Paper	10%	1, 3, 4
Professional Resume and Cover Letter	20%	1, 2, 3
Short, Improvised Speech	5%	1, 3, 4

Date: August 21, 2018

Please refer to the course outline addendum on the Learning Management System for further information.

SAULT COLLEGE | 443 NORTHERN AVENUE | SAULT STE. MARIE, ON P6B 4J3, CANADA | 705-759-2554