SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ON

COURSE OUTLINE

COURSE TITLE: COMPUTERS IN COMMUNICATIONS

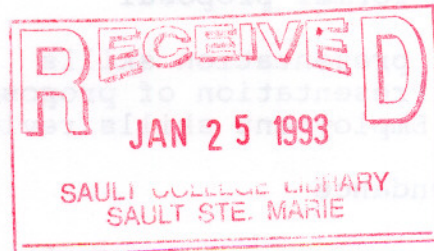CODE NO.:   ENG 151-2   SEMESTER: WINTER

PROGRAM: VARIOUS

AUTHOR: LANGUAGE AND COMMUNICATION DEPARTMENT

DATE: JANUARY 1993   PREVIOUS OUTLINE DATED: JANUARY 1992

APPROVED: _____   1992 12 17
       NADEAN KOCH, DEAN, SCHOOL OF   DATE
       ARTS AND GENERAL EDUCATION

PHILOSOPHY/GOALS

This course refines students' reading, writing, listening and speaking skills required by their various apprenticeship and certificate programs. Business communication and employment search skills are dealt with in detail. Periodicals and other work-related resources are used to develop reading and summary writing skills.

COURSE OBJECTIVES

Upon completing the course, students will be able to

1. write clear, concise, accurate short reports, memos

2. complete an accident report and shop work orders

3. write correct, concise business letters

4. write clear, concise, accurate summaries of important ideas in trade periodicals

5. prepare for employment interviews

6. prepare a proposal recommending a shop design/purchase of equipment

7. orally present proposal.

8. understand and employ a variety of editing techniques using a word processing program.

INSTRUCTIONAL METHODS

A variety of methods including classroom presentations, small group discussions and directed readings will be used to respond to the students' needs. One-half of scheduled classes will be in a computer lab.

ASSIGNMENT AND MARKING SCHEME

1.	Work-related reports and documents	40%
2.	Summaries	20%
3.	Semi-formal proposal	15%
4.	Oral presentation skills	
	a) Presentation of proposal	10%
	b) Employment skills review	5%
5.	Attendance	10%
	Total	100%

METHOD OF ASSESSMENT

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.

PLAGIARISM

Students should refer to the definition of "academic dishonesty" in the "Statement of Student Rights and Responsibilities."

Students who engage in "academic dishonesty" will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course, as may be decided by the professor.

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 the APA Documentation Format for referencing source material.

TIME

Two periods per week for one entire semester.

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     course must be repeated.   (Less than 50%)

CR   Credit exemption
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