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 1996   PREVIOUS OUTLINE DATED: JANUARY 1995

APPROVED: _Judith Morris_   _Dec /95_
JUDITH MORRIS, 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 completion of the course, students will be able to do the following:

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 or tender.

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	45%
2.	Summaries	20%
3.	Semi-formal proposal	20%
4.	Oral presentation skills	
	a) Presentation of proposal or tender	10%
	b) Employment skills review	5%
	Total	100%

METHOD OF ASSESSMENT

The following letter grades will be assigned in accordance with the Language and Communication Department Guidelines:

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.

TIME

Two periods per week for one entire semester.

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 a documentation format for referencing source material.

SPECIAL NOTES

All students should be aware of the Special Needs Office in the college. Students with identified special needs are encouraged to discuss required accommodations confidentially with the professor. It is the responsibility of students who require accommodations to contact the Special Needs Office. All students and their tutors are required to meet with the professor before tutoring begins and as needed throughout the semester to enhance the learning process and student success.

ADVANCED CREDIT

Students who have completed an equivalent post-secondary course should
bring relevant documents to the Coordinator, Language and
Communication Department.   Those who have related employment-centred
experience should see the Prior Learning Assessment (PLA) Coordinator.