

I. COURSE DESCRIPTION:

This course helps students develop reading, writing, listening, and speaking skills required for various apprenticeship and certificate programs. Practical program-related assignments assist students to acquire the essential skills for their field. As well, students prepare current job-search documents. The principles of writing are taught through the writing process.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:**A. Learning Outcomes:**

1. Write a resume and cover letter
2. Plan, develop, and produce clear, concise, and accurate college-level documents
3. Demonstrate oral communication skills needed in a work environment
4. Read career-related materials for various purposes

B. Learning Outcomes and Elements of the Performance:

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

1. Write a resume and cover letter.

Potential elements of the performance:

- Recognize various techniques for effective resumes
- Prepare and write a cover letter and resume

2. Plan, develop, and produce clear, concise, and accurate college-level documents.

Potential elements of the performance:

- Employ the writing process to produce written products
- Plan and organize communications according to the purpose and audience
- Incorporate content that is meaningful, relevant, and complete
- Employ the six Cs (conciseness, clarity, cohesiveness, correctness, completeness, and courtesy) in all written submissions
- Evaluate, proofread, and edit documents using appropriate tools
- Enhance documents through computer applications
- Recognize and use elements and techniques for technical writing (defining, classifying, describing, summarizing, instructing, etc.) explaining cause and effect
- Identify and use appropriately different types of technical report formats (e-mail, forms, memos, letters, short reports, proposals, etc.)

**II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE
(continued):**

3. Demonstrate oral communication skills needed in a work environment.

Potential elements of the performance:

- Identify and explain barriers to effective communication
- Define and explain the principles of effective listening
- Define and explain the communication process
- Organize ideas coherently
- Present ideas orally (individually and/or collaboratively) in seminars, meetings, or other informal situations
- Present materials effectively for audience and purpose
- Demonstrate confidence in ideas and present comfortably to informal groups
- Produce and use visual aids effectively and appropriately

4. Read career-related materials for various purposes.

Potential elements of the performance:

- Research program-related material
- Determine writer's purpose and audience
- Comprehend post-secondary vocabulary
- Use a college-level dictionary
- Distinguish support details
- Identify stated or implied main ideas
- Make logical inferences and draw conclusions
- Determine reliability of reading material (distinguish fact and opinion)

III. TOPICS:

***Note:** These topics sometimes overlap several areas of skill development and are not necessarily intended to be explored in isolated learning units or in the order below.

1. Mechanics - grammar
2. Technical writing
3. Resume and cover-letter writing
4. Oral communication
5. Researching and reading program-related material
6. Document production

IV. REQUIRED RESOURCES / TEXTS / MATERIALS:

1. *Workplace Communications: The Basics* (2nd ed). George J. Searles, Longman Publishers
2. Language and Communication Guidelines (provided)
3. Two 3.5" computer disks (dedicated to English)

V. EVALUATION PROCESS / GRADING SYSTEM:**MAJOR ASSIGNMENTS AND TESTING:**

(Refer also to the Language and Communication Guidelines)

The professor will announce which of the following will be completed in class under test conditions (minimum of 20%):

1. Mechanics

Students will be evaluated on a minimum of one assignment and/or test. The assignment and/or test is not subject to revision and resubmission. (20%)

2. Technical Writing

Students will be evaluated on a minimum of five assignments, using the following formats (40%):

- * Memos
- * Letters
- * Informal Reports
- * Technical Instructions/Description

3. Cover Letter and Resume

Students will be evaluated on a written submission of a cover letter and resume. (15%)

4. Reading Skills

Students will be evaluated on a minimum of two reading comprehension assignments. (10%)

5. Oral Communication Skills

Students will be evaluated on a minimum of one assignment and/or test and one oral presentation. (15%)

Note: Professors will deduct marks for editing errors in final submissions.

Notes:

1. The professor reserves the right to adjust the course delivery as he/she deems necessary to meet the needs of students.
2. Marking schemes for essays and other assignments will vary from professor to professor and from assignment to assignment. This flexibility recognizes that professors need to vary their approaches as they assist students with differing levels of competence to meet the learning outcomes of the course and to respond to program area needs.

COURSE NAME**CODE #****V. EVALUATION PROCESS / GRADING SYSTEM (continued):****METHOD OF ASSESSMENT (GRADING METHOD)**

Students will be assessed on the basis of their reading comprehension, oral communication skills, written assignments, editing, and grammar fundamentals.

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

<u>Grade</u>	<u>Definition</u>	<u>Grade Point Equivalent</u>
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.	

Note: For such reasons as program certification or program articulation, certain courses require minimums of greater than 50% and/or have mandatory components to achieve a passing grade.

It is also important to note, that the minimum overall GPA required in order to graduate from a Sault College program remains 2.0.

NOTE: Students may be assigned mid-term grade of “F” for unsatisfactory performance.

TIME FRAME

Language and Communication CMM149-3 involves three periods per week for the semester, including one hour in the computer lab. Students are expected to attend and to participate in class activities.

COURSE NAME**CODE #****V. EVALUATION PROCESS / GRADING SYSTEM (continued):****Mid-Term Grades**

At **mid-term** one of the following grades will be assigned:

- S Satisfactory performance to the time of mid-term grade assignment (does not indicate successful completion of the course)
- U Unsatisfactory performance to the time of mid-term grade assignment (does not indicate unsuccessful completion of the course)
- F The course must be repeated; minimal performance has resulted in the course outcomes not being met

VI. SPECIAL NOTES:Special Needs:

If you are a student with special needs (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your professor and/or the Special Needs office. Visit Room E1101 or call Extension 703 so that support services can be arranged for you.

Complementary Activities

To meet course objectives, students should expect to match each scheduled class hour with independent study.

Retention of Course Outlines:

It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other post-secondary institutions.

Plagiarism:

Students should refer to the definition of "academic dishonesty" in *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/program, as may be decided by the professor/dean. 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.

Course Outline Amendments:

The professor reserves the right to change the information contained in this course outline depending on the needs of the learner and the availability of resources.

Substitute course information is available in the Registrar's office.

VII. PRIOR LEARNING ASSESSMENT:

Students who wish to apply for advanced credit in the course should consult the professor. Credit for prior learning will be given upon successful completion of a challenge exam or portfolio.

VIII. DIRECT CREDIT TRANSFERS:

Students who wish to apply for direct credit transfer (advanced standing) should obtain a direct credit transfer form from the Dean's secretary. Students will be required to provide a transcript and course outline related to the course in question.