SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO

Sault College

COURSE OUTLINE

COURSE TITLE: Practical Communication II

CODE NO. : CMM151-2   **SEMESTER:** Winter

PROGRAM: Various

AUTHOR: Language and Communication Department

DATE: Jan. 2010   **PREVIOUS OUTLINE DATED:** Jan. 2009

APPROVED: "Angelique Lemay"

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CHAIR, COMMUNITY SERVICES PROGRAMS   DATE

TOTAL CREDITS: 2

PREREQUISITE(S): CMM115, CMM149

HOURS/WEEK: 2

COURSE NAME **CODE #**

I.   COURSE DESCRIPTION:

This course helps to further develop students' reading, writing, listening, and speaking skills required for various apprenticeship and certificate programs. It includes more advanced skills in reading and writing technical documents as well as preparation for job search and employment interviews. The principles of writing are taught through the writing process.

II.   LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

A.   Learning Outcomes:

1. Plan, develop, and write clear, concise, and accurate technical documents (memo reports, proposals, and summaries).
2. Prepare for employment interviews.
3. Give a well-organized, coherent, and effective oral presentation.
4. Produce accurate, college-level documents.
5. Critique and edit work recognizing quality of communication.

B.   Learning Outcomes and Elements of the Performance:

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

1. Plan, develop, and write clear, concise, and accurate technical documents (memo reports, technical descriptions, proposals, and summaries).

Potential elements of the performance:
*   Employ the writing process to produce written documents
*   Plan and organize communications according to the purpose and audience
*   Choose and produce the format (memo report, technical description, proposal, summary, etc.) appropriate to the purpose
*   Incorporate content that is meaningful and necessary
*   Use language and style suitable to the audience and purpose
*   Employ the six C's (conciseness, clarity, cohesiveness, correctness, completeness, and courtesy) in all written submissions
*   Ensure that the documents are free from mechanical errors, using appropriate software tools
*   Evaluate communications and adjust for any errors in content, structure, style, and mechanics

2. Prepare for employment interviews.

Potential elements of the performance:
*   Define basic types of job-hunting strategies
*   Define the hidden job market
*   Demonstrate the knowledge of preparing for an interview
*   Demonstrate the knowledge of performing in an interview
*   Demonstrate the knowledge of answering commonly asked job-interview questions

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

3. Give a well-organized, coherent, and effective oral presentation.

Potential elements of the performance:
*   Understand how speaking and writing differ
*   Understand the purposes of oral communication (entertain, persuade, inform)
*   Identify the nature of the information required
*   Investigate sources and gather information
*   Employ a variety of techniques to organize the presentation information
*   Cite and document all sources using an acceptable format (APA; MLA)
*   Use visuals to enhance the presentation
*   Employ effective delivery techniques
*   Evaluate the processes used and the effectiveness of the communication

4. Produce accurate, college-level documents.

Potential elements of the performance:
*   Produce material through technological means, that conforms to the conventions of the chosen format
*   Ensure that the material is free from mechanical errors, using appropriate software tools
*   Enhance the production of materials through computer applications
*   Evaluate communications and adjust for any errors in content, structure, style, and mechanics

5. Critique and edit work recognizing quality of communication.

Potential elements of the performance:
*   Evaluate the effectiveness of the communication produced
*   Edit and revise the content
*   Recognize and correct English usage
*   Respond to oral or written feedback
*   Employ software to enhance writing

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. Short reports
3. Resume and cover letter (review)
4. Employment interviews
5. Proposals
6. Oral presentation

COURSE NAME   **CODE #**

IV.   REQUIRED RESOURCES / TEXTS / MATERIALS:

1. *Workplace Communications: The Basics* (4th ed). George J. Searles, Pearson Longman Publishers
2. The Language and Communication Guidelines (provided)

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%):

Mechanics	**10%**
Short reports/Technical Description	**25%**
Employment interviews	**20%**
Proposal	**20%**
Resume	**5%**
Cover Letter	**5%**
Oral presentations	**15%**
TOTAL	**100%**

Notes:

1. All submissions must be the student's individual work. Collaboration is not permitted unless requested and approved in advance by the professor.
2. Professors will deduct marks for editing errors in final submissions.
3. The professor reserves the right to adjust the course delivery as he/she deems necessary to meet the needs of students.
4. 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.

V.   EVALUATION PROCESS / GRADING SYSTEM (continued):

METHOD OF ASSESSMENT (GRADING METHOD):

The following semester grades will be assigned to students:

Grade	Definition	Grade Point Equivalent
A+	90 – 100%	4.00
A	80 – 89%	
B	70 - 79%	3.00
C	60 - 69%	2.00
D	50 – 59%	1.00
F (Fail)	49% and below	0.00

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.

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

TIME FRAME
Practical Communication II CMM151-2 involves two periods per week for the semester, including a minimum of one hour in a computer lab. Students are expected to attend and to participate in class activities.

VI.   SPECIAL NOTES:

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.

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 postsecondary institutions.

Prior Learning Assessment:
Students who wish to apply for advance credit transfer (advanced standing) should obtain an Application for Advance Credit from the program coordinator (or the course coordinator regarding a general education transfer request) or academic assistant. Students will be required to provide an unofficial transcript and course outline related to the course in question. Please refer to the Student Academic Calendar of Events for the deadline date by which application must be made for advance standing.

Credit for prior learning will also be given upon successful completion of a challenge exam or portfolio.

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

Disability Services:
If you are a student with a disability (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your professor and/or the Disability Services office. Visit Room E1101 or call Extension 2703 so that support services can be arranged for you.

Plagiarism:
Students should refer to the definition of "academic dishonesty" in Student Code of Conduct. A professor/instructor may assign a sanction as defined below, or make recommendations to the Academic Chair for disposition of the matter. The professor/instructor may:
(i)   issue a verbal reprimand,
(ii) make an assignment of a lower grade with explanation,
(iii) require additional academic assignments and issue a lower grade upon completion to the maximum grade "C",
(iv) make an automatic assignment of a failing grade,
(v) recommend to the Chair dismissal from the course with the assignment of a failing grade.
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.

Communication:
The College considers WebCT/LMS as the primary channel of communication for each course. Regularly checking this software platform is critical as it will keep you directly connected with faculty and current course information. Success in this course may be directly related to your willingness to take advantage of the Learning Management System communication tool (if applicable).

Student Portal:
The Sault College portal allows you to view all your student information in one place. **mysaultcollege** gives you personalized access to online resources seven days a week from your home or school computer. Single log-in access allows you to see your personal and financial information, timetable, grades, records of achievement, unofficial transcript, and outstanding obligations. Announcements, news, the academic calendar of events, class cancellations, your learning management system (LMS), and much more are also accessible through the student portal. Go to https://my.saultcollege.ca.

Electronic Devices in the Classroom:
Students who wish to use electronic devices in the classroom will seek permission of the faculty member before proceeding to record instruction. With the exception of issues related to accommodations of disability, the decision to approve or refuse the request is the responsibility of the faculty member. Recorded classroom instruction will be used only for personal use and will not be used for any other purpose. Recorded classroom instruction will be destroyed at the end of the course. To ensure this, the student is required to return all copies of recorded material to the faculty member by the last day of class in the semester. Where the use of an electronic device has been approved, the student agrees that materials recorded are for his/her use only, are not for distribution, and are the sole property of the College.

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.