

This course is designed to provide students with the skills required for their placement in the field of Heavy Equipment Diesel. Business communication skills are dealt with in detail. Trade periodicals and other work-related resources are used to develop reading and summary writing skills.

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

TEXTBOOK

Course Title: COMPUTERS IN COMMUNICATION

Code No.: ENG 151-2

Program: HEAVY EQUIPMENT DIESEL

Semester: WINTER

Date: JANUARY 1991

Author: LANGUAGE AND COMMUNICATION DEPARTMENT

New: _____ Revision: X

APPROVED: *S. Koch*
Dean N. Koch

90 12 07
Date

PHILOSOPHY/GOALS

This course refines students' reading, writing, and speaking skills required for their placement in the field of Heavy Equipment, Diesel. Business communication and employment search skills are dealt with in detail. Trade periodical and other work-related resources are used to develop reading and summary writing skills.

TEXTBOOK

Technical and Business Writing, Flaherty, Stephen M., Prentice Hall.

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.

INSTRUCTIONAL METHODS

A variety of methods including classroom presentations, small group discussions and directed readings will be used to respond to the students' needs.

ASSIGNMENT AND MARKING SCHEME

- | | |
|-------------------------------------------------------|-----|
| 1. Short report memos | 20% |
| 2. Accident report and shop work orders | 10% |
| 3. Correct business letter - of request or adjustment | 10% |
| 4. Summaries | 20% |
| 5. Interview practices | 5% |

.../con'd.

6. Formal proposal	10%
7. Oral presentation of formal proposal	10%
8. Classroom activities and attendance	10%
Total	<u>100%</u>

METHOD OF ASSESSMENT

Letter grades of assignments will be in accordance with the Language and Communication Department Guidelines.

For final grades, the following will be recorded:

- A+ - Consistently outstanding
- A - Outstanding achievement
- B - Consistently above average
- C - Satisfactory/Acceptable
- R - **Repeat** (The student has not achieved the required objectives and must repeat the course.)

TIME

Two periods per week for sixteen weeks.

