SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ON

COURSE OUTLINE

Blicq, Ron. Prentice Hall.

COURSE TITLE:	COMPUTERS IN COMMUNICATIONS	
CODE NO.:	ENG 151-2	SEMESTER: WINTER
PROGRAM:	HEAVY EQUIPMENT DIESEL	write clear, concise, active trade ceriodicals
AUTHOR:	LANGUAGE AND COMMUNICATION	DEPARTMENT
DATE: JANUARY 1992	PREVIOUS OUTLINE DA	TED: JANUARY 1991
		orally present proposal
APPROVED: DEAN	DATE	91-12-11

discussions and directed readings will be used to respond to the

Correct business letter - of request

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

Guidelines for Report Writing. Blicq, Ron. 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.
- 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.	Short report memos	20%
2.	Accident report and shop work orders	10%
3.	Correct business letter - of request or adjustment	10%
4.	Summaries	20%

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5. Interview pr	actices		5%
6. Formal propo	sal		10%
7. Oral present	ation of formal pr	oposal	10%
8. Classroom ac	tivities and atten	dance	10%
		Total	100%

METHOD OF ASSESSMENT

requirements

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%)
В	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	4

NOTE: Students may be assigned an "R" grade early in the course for unsatisfactory performance.

TIME

Two periods per week for one entire semester.

	- Lquipment Diesel	
88	Interview practices	
104	Oral presentation of formal proposal	7.
168		
	THOR OF ASSESSMENT	
with the Language and	ter grades will be assigned in accordance munication Department Guidelines.	
	Consistently outstanding Outstanding achievement Consistently above average achievement Satisfactory or acceptable achievement in all areas subject to assessment Repeat-The student has not achieved	
(Less than 60%)		
	Credit exemption A temporary grade, limited to altuation with extenuating circumstances, giving student additional time to complete con	

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BMLT

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