COURSE OUTLINE

COURSE TITLE: COMPUTERS IN COMMUNICATIONS

CODE NO.: ENG 151-2          SEMESTER: WINTER

PROGRAM: VARIOUS

AUTHOR: LANGUAGE AND COMMUNICATION DEPARTMENT

DATE: JANUARY 1993     PREVIOUS OUTLINE DATED: JANUARY 1992

APPROVED: NADEAN KOCH, DEAN, SCHOOL OF ARTS AND GENERAL EDUCATION  1992/12/17
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 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. Work-related reports and documents 40%
2. Summaries 20%
3. Semi-formal proposal 15%
4. Oral presentation skills
   a) Presentation of proposal 10%
   b) Employment skills review 5%
5. Attendance 10%

Total 100%
METHOD OF ASSESSMENT

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%)
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.

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 the APA Documentation Format for referencing source material.

TIME

Two periods per week for one entire semester.
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EVALUATION OF ASSIGNMENTS

The following letter grades will be assigned in accordance with the guidelines and
Communication Department Grading Policies.

Letter Grades in this course will be assigned as follows:

A+ = Outstanding performance
A = Very good performance
B = Good performance
C = Average performance
D = Minimal performance
F = Failure

A grade of C or better may be awarded in the course for
completion of all course requirements.

NOTE: Grade point average will be calculated on the basis of a 4.0 scale, with the letter grade converted to a quality point value.

APPRaisal

Students enrolled in this course will receive a final grade of "academic deficiency" if they fail to complete all required assignments and/or fail to meet the course requirements.

Students who receive a grade of "academic deficiency" will receive no grade point value for the course, and will be required to retake the course.

Students who wish to appeal a grade of "academic deficiency" must file an appeal within 15 days of the date of the grade notification.

The only appeal available is the right of the student to request an additional grading by the professor.

The University's Student Conduct Code is attached to this syllabus for your information and guidance.

The University of Washington

TWO PERCUSSION FOR ONE EXCELLENT SEMESTER.