COURSE OUTLINE

COURSE TITLE: COMPUTERS IN COMMUNICATIONS

CODE NO.: ENG 151-2

SEMESTER: WINTER

PROGRAM: VARIOUS

AUTHOR: LANGUAGE AND COMMUNICATION DEPARTMENT

DATE: JANUARY 1994

PREVIOUS OUTLINE DATED: JANUARY 1993

APPROVED: NADEAN KOCH, DEAN, SCHOOL OF ARTS AND GENERAL EDUCATION

DATE 1993 12 22

RESERVED JAN 13 1994
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 completion of the course, students will be able to do the following:

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 or tender.
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 45%
2. Summaries 20%
3. Semi-formal proposal 20%
4. Oral presentation skills
   a) Presentation of proposal or tender 10%
   b) Employment skills review 5%

   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.

TIME

Two periods per week for one entire semester.

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 a documentation format for referencing source material.

SPECIAL NOTES

All students should be aware of the Special Needs Office in the college. Students with identified special needs are encouraged to discuss required accommodations confidentially with the professor. It is the responsibility of students who require accommodations to contact the Special Needs Office. All students and their tutors are required to meet with the professor before tutoring begins and as needed throughout the semester to enhance the learning process and student success.
Computers in Communication

METHOD OF ASSESSMENT

Computer Science majors will be evaluated in accordance with the following:

Communication majors will be evaluated as final grades in

The instructor will consider student work on an overall basis.

A Communication outranked student will receive the final grade in

B Communication major student with a 4.0 grade point average.

C Communication major student with a 3.0 grade point average.

D Communication major student with a 2.0 grade point average.

E Communication major student with a 1.0 grade point average.

Failure--The student has not shown sufficient work to pass the

NOTE: Students with a B or better in the course for

interdisciplinary performance.

TIME

Two hours per week for one semester.

PREPARATION

Students must prepare for the collection of "computer and

computer science." In the selection of students, priorities and restrictions are

students who are enrolled in "computer science." Students will receive an

students for their personal computer facilities and other facilities to

and including examination from the course as may be assigned by the

in order to produce students who are interested in

students for the material and knowledge and to direct the work of

are the material and its breadth of the department to support a

accomplished for reference, source material.

STUDENT NOTE

All students are to be aware of the computer science office in the

students with introductory lecture courses and the enhanced to

in computer science communication and computer science.

in the department. It is to the students may use any

Computer Science Office. All students and their courses are

needed programming the computer to enhance the learning process and

student success.