COURSE OUTLINE: PFP204 - COMMUNICATIONS II

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Approved: Karen Hudson - Dean

Course Code: Title	PFP204: COMMUNICATIONS II
Program Number: Name	
Department:	COMMUNICATIONS
Academic Year:	2025-2026
Course Description:	This course helps students who wish to enter a criminal justice field develop clarity, accuracy, and conciseness in both written and oral communications. Special emphasis is placed upon adapting tone and level of language to the intended audience. Projects help students improve their skills in locating, gathering, and organizing information from professional journals and community services.
Total Credits:	3
Hours/Week:	3
Total Hours:	42
Prerequisites:	CMM115
Corequisites:	There are no co-requisites for this course.
Substitutes:	CMM210, CMM215, CMM225, ENG207, OEL106, OEL711
Essential Employability Skills (EES) addressed in this course:	EES 1 Communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience. EES 2 Respond to written, spoken, or visual messages in a manner that ensures effective communication. EES 3 Execute mathematical operations accurately. EES 4 Apply a systematic approach to solve problems. EES 5 Use a variety of thinking skills to anticipate and solve problems. EES 6 Locate, select, organize, and document information using appropriate technology and information systems. EES 7 Analyze, evaluate, and apply relevant information from a variety of sources. EES 8 Show respect for the diverse opinions, values, belief systems, and contributions of others. EES 9 Interact with others in groups or teams that contribute to effective working relationships and the achievement of goals. EES 10 Manage the use of time and other resources to complete projects. EES 11 Take responsibility for ones own actions, decisions, and consequences.
Course Evaluation:	Passing Grade: 60%, C A minimum program GPA of 2.0 or higher where program specific standards exist is required

	for graduation.
Books and Required Resources:	Sault College APA Quick Guide by Language and Communication Department Publisher: Sault College Edition: Revised 4th

Evidence Notebook D24 3.5 x 5 by None Publisher: Carswell: Thomson Reuters Canada Purchase at College Bookstore |

Course Outcomes and Learning Objectives:

Course Outcome 1	Learning Objectives for Course Outcome 1
1. Critique and edit work, recognizing quality of communication.	1.1 Evaluate the effectiveness of the communication produced. 1.2 Edit and revise the content. 1.3 Recognize and correct English usage. 1.4 Respond to oral or written feedback.
Course Outcome 2	**Learning Objectives for Course Outcome 2**
2. Plan, develop, and write effective, professional documents (email, memos, letters, reports) while employing the six Cs (conciseness, clarity, cohesiveness, correctness, completeness, courtesy) in all written submissions.	2.1 Employ the writing process to produce written documents. 2.2 Plan and organize communications according to the purpose and audience. 2.3 Choose and produce, through technological means, the format (email, memo, letter, report)appropriate to the purpose. 2.4 Incorporate content that is meaningful and necessary. 2.5 Ensure that the material is free of mechanical errors, using appropriate software tools. 2.6 Evaluate communications and adjust for any errors in content, structure, style and mechanics 2.7 Describe the relevance of the six Cs. 2.8 Employ the six Cs in all written submissions.
Course Outcome 3	**Learning Objectives for Course Outcome 3**
3. Develop note-taking skills for the purpose of creating accurate and complete police reports.	3.1 Examine the importance of keeping accurate records. 3.2 Describe incidents without altering main idea or adding bias. 3.3 Prepare notes to write effective police reports.
Course Outcome 4	**Learning Objectives for Course Outcome 4**
4. Adapt the format, tone, and diction of a communication to the needs of a specific audience.	4.1 Define and use the principles of organization. 4.2 Recognize and apply appropriate tone in written and oral communication based on the audience. 4.3 Use various formats of communication based on need and purpose. 4.4 Use appropriate language in written and oral communication based on the audience.
Course Outcome 5	**Learning Objectives for Course Outcome 5**
5. Submit an effective employment package including the cover letter and resume.	5.1 Submit an effective letter of application responding to an advertised position. 5.2 Submit a resume for the prepared letter of application. 5.3 Demonstrate how to research an employment opportunity.
Course Outcome 6	**Learning Objectives for Course Outcome 6**

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6. Research, prepare and present a written report and workshop/oral presentation on a program-specific topic.	6.1 Locate and collect information from a variety of sources. 6.2 Evaluate material for inclusion in written and oral reports. 6.3 Summarize and paraphrase information. 6.4 Document all sources using an accepted format (e.g., APA). 6.5 Present information according to style and conventions required. 6.6 Prepare a project plan for the research project. 6.7 Write a public announcement introducing the workshop. 6.8 Conduct an interview in the profession to obtain research. 6.9 Rehearse the presentation. 6.10 Produce a visual aid to enhance the presentation. 6.11 Deliver a well-organized presentation individually or collaboratively. 6.12 Use oral presentation techniques. 6.13 Field questions effectively.

Evaluation Process and Grading System:

Evaluation Type	Evaluation Weight
Employment Package: Cover letter and Resume	10%
Oral Presentation with Written Component	10%
Research Project - Written Report	20%
Writing Assignments - a. Mechanics - Editing and Grammar	5%
Writing Assignments - b. Email, Memo and Letter Writing	15%
Writing Assignments - c. Reports	40%

Date: June 17, 2025

Addendum: Please refer to the course outline addendum on the Learning Management System for further information.