

## SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ON

COURSE OUTLINE


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 COURSE TITLE: REPORTING IN BUSINESS
 

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 CODE NO.: ENG 215-3
 

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SEMESTER: FALL

 PROGRAM: BUSINESS PROGRAMS
 

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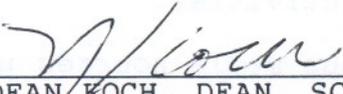
 AUTHOR: LANGUAGE AND COMMUNICATION DEPARTMENT
 

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DATE: SEPTEMBER 1994

PREVIOUS OUTLINE DATED: JANUARY 1994

APPROVED:


  
 NADEAN KOCH, DEAN, SCHOOL OF  
 ARTS AND GENERAL EDUCATION
 

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DATE

1994 06 02

PHILOSOPHY/GOALS (Course Description)

This course provides employment-related training in those written and oral reporting skills typical of a modern business organization.

CREDITS

3

HOURS/WEEK

3

DURATION

ONE SEMESTER

PREREQUISITESENG 120-3 OR THE  
EQUIVALENTTEXTBOOKS

1. Essentials of Business Communication. Nelson Canada.
2. GAGE Canadian Dictionary. GAGE Educational Publishing Company.
3. Roget's Thesaurus. Bejo Sales.

SUMMARY OF OBJECTIVES

Upon completion of the course, students will be able to do the following:

1. Use language to make appropriate responses to specific situations and audiences.
2. Produce clear, concise, accurate, well-organized text in written assignments.
3. Demonstrate comprehension of material by producing accurate summaries.
4. Demonstrate teamwork in pair or group activities.
5. Gather and apply information from various media sources using an assigned documentation format.
6. Compile and present self-generated data.
7. Gather specific employment-related data from a variety of sources.
8. Prepare an effective job-application package which may include the letter of application, the resume, and other related communications.
9. Write a formal business report or case study which may be based on both library and non-library sources.
10. Give well-organized, coherent, effective oral presentations, using visual aids where appropriate.

INSTRUCTIONAL METHODS

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

Evaluation will normally be done by the professor, but for some assignments peer evaluation may be required.

ASSIGNMENTS AND MARKING SCHEME

Students will write a minimum of five assignments requiring formats commonly used for business correspondence.

1. informal report writing
2. proposal writing
3. summary writing
4. persuasive writing
5. routine and good news writing
6. refusal and bad news writing
7. memo writing

Percentage of grade for above assignments	45%
Communication skills	10%
Job Application package	5%
Oral Presentation(s)	10%
Formal report/formal case analysis	30%
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<b>TOTAL</b>	<b>100%</b>

Marking schemes will differ from professor to professor and from assignment to assignment. This flexibility recognizes that professors need to vary their approach as they assist students with varying levels of competence to meet the objectives of the course.

**METHOD OF ASSESSMENT**

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	

**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.

**ADVANCED CREDIT**

Students who have completed an equivalent post-secondary course should bring relevant documents to the Coordinator, Language and Communication Department. Those who have related employment-centred experience should see the Prior Learning Assessment (PLA) Coordinator.

COURSE OUTLINE HISTORY

Course Title: BUSINESS COMMUNICATIONS

Code No.: ENG 215-3

Program: BUSINESS PROGRAMS

Original Date of Course Outline: LAST DATE TO APPEAR - SEPT. 1986

Original Author(s): MARY MELESKY

Author of Each Revision:	Each Date of Revision:
MARY MELESKY	JUNE 1987
JIM FOSTER	APRIL 1989
Mary Melesky	June 1989
MARVA MOILALA	JUNE 1990
Marva Moilala & Mary Melesky	Dec. 1990
Karen Robb	June 1991
Marva Moilala	Dec. 1991
Marva Moilala	Apr. 1992
Marva Moilala & Mary Melesky	May 1992
MARVA MOILALA & MARY MELESKY	DECEMBER 1992
Marva Moilala	May 1993
MARVA MOILALA	DECEMBER 1993
Karen Robb	May 1994

The preceding outline belongs to Laura Bourgeois

