

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ON

COURSE OUTLINE

COURSE TITLE: REPORTING IN BUSINESSES/INSTITUTIONS

CODE NO.: ENG 215-3 SEMESTER: FALL/WINTER

PROGRAM: VARIOUS

AUTHOR: LANGUAGE AND COMMUNICATION DEPARTMENT

DATE: SEPTEMBER 1996 PREVIOUS OUTLINE DATED: JANUARY 1996

APPROVED: Judith Morris June 1996
JUDITH MORRIS, DEAN, SCHOOL OF DATE
ARTS AND GENERAL EDUCATION



PHILOSOPHY/GOALS (Course Description)

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

CREDITS
3

DURATION
ONE SEMESTER

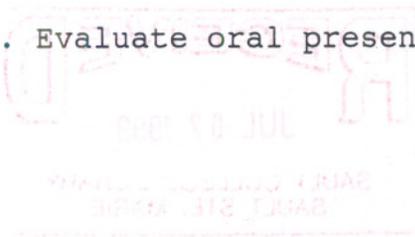
HOURS/WEEK
3

PREREQUISITES
ENG 120-3 OR THE
EQUIVALENT

SUMMARY OF OBJECTIVES

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

1. Recognize and skillfully use the elements of communication theory (verbal and non-verbal) to make responses appropriate for specific audiences and purposes.
2. Produce clear, concise, accurate, well-organized letters, memos and reports using suitable business style, tone and formats (employing the computer if required).
3. Demonstrate comprehension of material by producing accurate, coherent 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 in an appropriate format.
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.
11. Evaluate oral presentations based on defined criteria.



INSTRUCTIONAL METHODS

A variety of methods including classroom presentations, wordprocessing in the computer lab, 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.

TEXTBOOKS

1. Essentials of Business Communication. (1st Canadian Ed.). Nelson Canada.
2. GAGE Canadian Dictionary, GAGE Educational Publishing Company.
3. Roget's Thesaurus.

SUPPLIES

Students will be expected to use personal or college computer resources for many of their assignments.

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	10%
Oral Presentation(s)	10%
Formal report/formal case analysis	25%
TOTAL	100%

Marking schemes will differ from professor to professor and from assignment to assignment. This flexibility recognizes that professors need to vary their approaches as they assist students with differing 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	

SPECIAL NEEDS

If you are a student with special needs (eg. physical limitations, visual impairments, hearing impairments, learning disabilities), you are encouraged to discuss required accommodations with the instructor and/or contact the Special Needs Office, Room E1204, Ext. 493, 717, 491 so that support services can be arranged for you.

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.

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.

ADVANCED STANDING

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.