

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ON

COURSE OUTLINE

COURSE TITLE: LANGUAGE AND COMMUNICATION

CODE NO.: ENG 149-3 SEMESTER: FALL

PROGRAM: HEAVY EQUIPMENT DIESEL

AUTHOR: LANGUAGE AND COMMUNICATION DEPARTMENT

DATE: JUNE 1991 PREVIOUS OUTLINE DATED: AUGUST 1990

APPROVED: _____
DEAN

W/Com

DATE

June 17/91

PHILOSOPHY/GOALS

This course helps students develop reading, writing and speaking skills required for apprenticeship training and for placement in the field of Heavy Equipment, Diesel. Trade periodicals and other sources are used to develop practical assignments while helping the student to explore the role of the mechanic in the technical trades of the future.

TEXTBOOK

GAGE Canadian Dictionary, GAGE Educational Publishing Company.

COURSE OBJECTIVES

Upon completing of the course, students will be able to

1. write a resume and covering letter
2. produce grammatically correct, coherently written short reports
3. present ideas orally with efficiency and coherence
4. create a set of technical instructions
5. present a brief oral technical report, using visual aids
6. produce assignments with the use of a computer
7. demonstrate listening skills needed in a work environment
8. read at a level which will enable the student to understand texts, periodicals and other written materials related to apprenticeship training.

INSTRUCTIONAL METHODS

A variety of methods including classroom presentations, computer-assisted writing, group discussions and directed readings will be used to respond to the student's needs.

ASSIGNMENTS AND MARKING SCHEME

1. Resume and covering letter	20%
2. Oral presentation of technical instructions	5%
3. Written description of a mechanism	10%
4. Oral presentation of a description of a mechanism	5%
5. Brief technical reports	30%
6. Oral presentation of technical report	15%
7. Attendance, listening skills and classroom activities	<u>15%</u>
Total	100%

METHOD OF ASSESSMENT

At midterm one of the following grades will be assigned:

- S satisfactory performance to the time of midterm grade assignment (does not indicate successful completion of the course).
- U unsatisfactory performance to the time of midterm grade (does not indicate unsuccessful completion of the course).
- R minimal performance has resulted in the majority of course objectives to midterm not being met and course must be repeated.

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	

TIME

Three periods per week for one entire semester.

