

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Title: COMPUTERS IN COMMUNICATION

Code No.: ENG 151-2

Program: HEAVY EQUIPMENT DIESEL

Semester: WINTER

Date: JANUARY 1990

Author: LANGUAGE AND COMMUNICATION DEPARTMENT

New: \_\_\_\_\_ Revision: X

APPROVED: N. Koch  
Dean

1990 01 09  
Date

**PHILOSOPHY/GOALS**

This course refines students' reading, writing, and speaking skills required for their placement in the field of Heavy Equipment, Diesel. Business communication and employment search skills are dealt with in detail. Trade periodical and other work-related resources are used to develop reading and summary writing skills.

**TEXTBOOK**

Texts will be assigned by the instructor and students will be expected to use library periodicals regularly.

**COURSE OBJECTIVES**

Upon completing the course, students will be able to

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.

**INSTRUCTIONAL METHODS**

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

**ASSIGNMENT AND MARKING SCHEME**

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|---|-----|
| 1. Short report memos                                 | 20% |
| 2. Accident report and shop work orders               | 10% |
| 3. Correct business letter - of request or adjustment | 10% |
| 4. Summaries  | 20% |
| 5. Interview practices                                | 5%  |

6. Formal proposal	10%
7. Oral presentation of formal proposal	10%
8. Classroom activities and attendance	10%
Total	<u>100%</u>

**METHOD OF ASSESSMENT**

Letter grades of assignments will be in accordance with the Language and Communication Department Guidelines.

For final grades, the following will be recorded:

- A+ - Consistently outstanding
- A - Outstanding achievement
- B - Consistently above average
- C - Satisfactory/Acceptable
- R - **Repeat** (The student has not achieved the required objectives and must repeat the course.)

**TIME**

Two periods per week for sixteen weeks.

