

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ON

COURSE OUTLINE

COURSE TITLE: LANGUAGE AND COMMUNICATIONS

CODE NO.: ENG 105-3 SEMESTER: WINTER

PROGRAM: MACHINE SHOP/WELDING AND FABRICATING

AUTHOR: LANGUAGE AND COMMUNICATION DEPARTMENT

DATE: JANUARY 1993 PREVIOUS OUTLINE DATED: JANUARY 1992

APPROVED: *Nadean Koch*
NADEAN KOCH, DEAN, SCHOOL OF
ARTS AND GENERAL EDUCATION

DATE 1992 11 27



PHILOSOPHY/GOALS

In this course students in some Technical Trades improve reading, writing, and oral skills by giving technical demonstrations and writing reports, resumes and letter of application.

TEXTBOOKS

Basic Communication Skills for Technology, Andrea J. Rutherford, Prentice-Hall.

GAGE Canadian Dictionary, GAGE Educational Publishing Company.

COURSE OBJECTIVES

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

1. write clear, concise, accurate summaries
2. develop a useful technical vocabulary
3. write concise, correct business letters
4. write a set of technical instructions
5. complete an accident report and write brief shop memos
6. write a brief technical report, using visual aids
7. prepare for employment interviews, write a resume and covering letter
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, small group discussions and directed readings will be used to respond to the student's needs.



ASSIGNMENTS AND MARKING SCHEME

1. Job Application Package	15%
2. Technical Instructions	15%
3. Two Letters	10%
4. Accident and Incident Reports	15%
5. Shop Memos	10%
6. Summaries	10%
7. Punctuation and Grammar	15%
8. Classroom Activities	10%
TOTAL	100%

N.B. These assignments may not necessarily be covered in the order that they are listed. Students will be notified of any changes in the marking scheme.

METHOD OF ASSESSMENT

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

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	

NOTE: Students may be assigned an "R" grade early in the course for unsatisfactory performance.

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 the APA Documentation Format for referencing source material.

TIME

Three periods per week for the entire semester.

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