

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ON

COURSE OUTLINE

COURSE TITLE: LANGUAGE AND COMMUNICATIONS - WELDING

---

CODE NO.: ENG 117 SEMESTER: WINTER

---

PROGRAM: WELDING FITTER, WELDING AND FABRICATION -  
TECHNIQUES, AVIATION WELDING

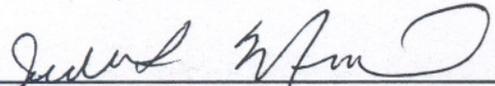
---

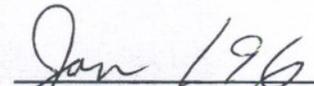
AUTHOR: LANGUAGE AND COMMUNICATION DEPARTMENT

---

DATE: JANUARY 1996 PREVIOUS OUTLINE DATED: JULY 6, 1995

---

APPROVED:   
JUDITH MORRIS, DEAN, SCHOOL OF  
ARTS AND GENERAL EDUCATION

  
DATE

### PHILOSOPHY/GOALS

To refine the students' reading, comprehension, writing and speaking skills to a level that promotes college success as well as life long learning. Secondly, to provide students with a realistic level of exposure to the world of technical materials and communications.

### PREREQUISITE(S)

It is strongly recommended that students possess reading and writing skills at a grade 12 level and computer literacy.

### METHOD OF ASSESSMENT (GRADING METHOD)

Students will be assessed on the basis of their written assignments, editing, comprehension and final tests.

The following letter grades will be assigned in accordance with the Language and Communication Department Guidelines:

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.

### TEXTBOOK

Textbooks, materials and assignments used in the welding classes will supplement ENG 117.

### COURSE OBJECTIVES

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

1. read and comprehend technical materials required in a trades environment
2. write clear, concise, accurate summaries
3. write a set of technical instructions
4. present a set of oral instructions
5. complete brief reports suitable for shop environment: requisitions, work orders, etc.

6. produce a variety of reports in memo format: accident, incident, etc.
7. produce and edit assignments using a word-processor
8. produce visual aids within a report

**INSTRUCTIONAL METHODS**

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

**ASSIGNMENTS AND MARKING SCHEME**

1. Summary writing	20%
2. Technical instructions	15%
3. Shop memos/forms	10%
4. Oral presentation	10%
5. Shop reports	20%
6. Accident, incident reports	20%
7. Word processing/editing	5%

Your professor reserves the right to modify the course as he/she deems necessary to meet the needs of students.

**TIME**

ENG 117 involves one in-class period and one computer-lab hour (self-directed hour after the first eight weeks).

**PLAGIARISM**

Students should refer to the definition of "academic dishonesty" in the "Statement of Student Rights and Responsibilities."

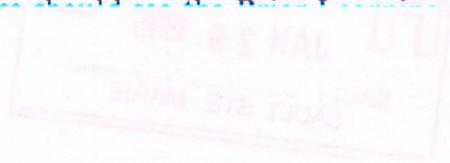
Students who engage in "academic dishonesty" will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course, as may be decided by the professor.

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**  
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 completed equivalent courses should see the Dean, Learning Resources (DLA) Coordinator!



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 Special Needs Office. All students and their tutors are required to meet with the professor before meeting begins and as needed throughout the semester to enhance the learning process and student success.

ADVANCED CREDIT

Students who have completed an equivalent course should bring relevant documents to the Coordinator, Language and Communication Department (111A).

**RECEIVED**  
JAN 29 1996  
SAULT COLLEGE LIBRARY  
SAULT STE. MARIE