

COMM 1016: COMMUNICATION ESSENTIALS

Course outlines are reviewed annually as part of continual quality improvement. This course was last updated for the effective term below.

Effective Term

Fall 2018

Full Course Title

Communication Essentials

Subject Code

COMM - PS Communications

Course Number

1016

Academic Level

Post Secondary

Grade Mode

Numeric

PLAR Applicable

Yes

Total Hours

42

Course Description

In this course, students practice effective communication skills essential for academic and professional purposes. Students compose clear and concise messages through researching, writing and presenting to ensure clear communication. Visual communication and presentation strategies are employed to emphasize the importance of adapting communication to the intended audience. Students complete a written research project and an oral presentation. Students work both independently and collaboratively to achieve the course outcomes.

Equivalent(s) Courses (One-Way)

COF 9105 - Comm. au niveau collégial
COMF 1000 - Communication au niveau collegial
COS 4106 - Technical Communications 1
COS 5102 - Communications
COS 5122 - Office Communications 1
COS 5124 - Communications 1
COS 5125 - Business Communications 2
COS 5158 - Communications 2
COS 9101 - Technq of Writing and Speaking
COS 9105 - College Communications
ENGL 1004 - Writing and Literature for the Professional Student Part 2
COS 5100 - Communications 1

Equivalent(s) Courses (Two-Way)

COMM 1000 - College Communications
COMM 1018 - Communications 1 (ODE)

Course Content

- Professional correspondence
- Writing skills
- Reading skills
- Presentation skills
- Listening skills
- Visual and non-verbal communication

- Collaboration skills
- Academic integrity, research and APA documentation skills

Course Evaluation

The passing grade for this course is 50% unless otherwise noted below. The evaluation is comprised of:

- Assignments 40%
- Written Research Project 20%
- Presentation(s) 20%
- Test(s) 20%

Tests/examinations/assignments must be written/submitted at the time specified. Requests for adjustments to that schedule must be made before the test/exam/assignment date to the faculty member. Failure to do so will result in a mark of "0", unless an illness/emergency can be proven with appropriate documentation at no cost to the College.

The passing grade for all courses is 50%, or letter grade of P (Pass) or S (Satisfactory) unless otherwise noted below. The passing weighted average for promotion through each semester of a program is 60% and is a requirement to graduate.

Course Learning Outcomes

Upon successful completion of this course, the student has reliably demonstrated the ability to:

1. organize information into clear and coherent messages;

This learning outcome meets the following Essential Employability Skills(s):

- EES1: Communication
- EES5: Critical thinking to solve problems
- EES6: Organization of information
- EES7: Application of research and information

Evaluation

- Introduced
- Assessed

Upon successful completion of this course, the student has reliably demonstrated the ability to:

2. compose written, spoken and visual messages for diverse purposes and audiences;

This learning outcome meets the following Essential Employability Skills(s):

- EES1: Communication
- EES2: Response to communication
- EES4: Approaches to problem solving
- EES5: Critical thinking to solve problems
- EES6: Organization of information
- EES7: Application of research and information

Evaluation

- Introduced
- Assessed

Upon successful completion of this course, the student has reliably demonstrated the ability to:

3. evaluate information for currency, reliability, authority and purpose;

This learning outcome meets the following Essential Employability Skills(s):

- EES1: Communication
- EES4: Approaches to problem solving
- EES5: Critical thinking to solve problems
- EES6: Organization of information

EES7: Application of research and information

Evaluation

Introduced
Assessed

Upon successful completion of this course, the student has reliably demonstrated the ability to:

4. use credible sources to support ideas;

This learning outcome meets the following Essential Employability Skills(s):

EES4: Approaches to problem solving
EES5: Critical thinking to solve problems
EES6: Organization of information
EES7: Application of research and information
EES8: Respect for others

Evaluation

Introduced
Assessed

Upon successful completion of this course, the student has reliably demonstrated the ability to:

5. show academic integrity by integrating a documentation system to acknowledge sources;

This learning outcome meets the following Essential Employability Skills(s):

EES1: Communication
EES4: Approaches to problem solving
EES5: Critical thinking to solve problems
EES6: Organization of information
EES7: Application of research and information

Evaluation

Introduced
Assessed

Upon successful completion of this course, the student has reliably demonstrated the ability to:

6. revise messages to improve effectiveness;

This learning outcome meets the following Essential Employability Skills(s):

EES1: Communication
EES2: Response to communication
EES4: Approaches to problem solving
EES5: Critical thinking to solve problems
EES6: Organization of information
EES7: Application of research and information

Evaluation

Introduced
Assessed

Upon successful completion of this course, the student has reliably demonstrated the ability to:

7. apply academic research and writing skills to written research projects and oral presentations.

This learning outcome meets the following Essential Employability Skills(s):

EES1: Communication
EES2: Response to communication
EES4: Approaches to problem solving
EES5: Critical thinking to solve problems
EES6: Organization of information
EES7: Application of research and information
EES9: Interaction and collaboration
EES10: Time and resource management
EES11: Responsibility for actions

Evaluation

Introduced
Assessed

Key: 3618