



Written and Oral Communication Skills – COMC 100

University Studies Program

Course Outline

COURSE IMPLEMENTATION DATE: September 2011
OUTLINE EFFECTIVE DATE: September 2020
COURSE OUTLINE REVIEW DATE: March 2025

GENERAL COURSE DESCRIPTION:

The main focus of this course is to help students improve their written and oral English language skills to effectively communicate in a variety of academic and professional situations. Through helpful guidelines, clear explanations and engaging activities, students develop writing and critical reading strategies and basic research skills to help them successfully transition into the Canadian post-secondary environment.

Program Information: This course can be used as a prerequisite for an academic English composition course. This course can also be used as an elective in the Tourism and Recreation Management programs provided it is completed before ENG100.

Delivery: This course is delivered face-to-face and online.

COTR Credits: 3

Hours for this course: 60 hours

Typical Structure of Instructional Hours:

Instructional Activity	Duration
Lecture Hours	45
Seminars / Tutorials	
Laboratory / Studio Hours	15
Practicum / Field Experience Hours	
Other Contact Hours	
Total	60

Practicum Hours (if applicable):

Type of Practicum	Duration
On-the-job Experience	N/A
Formal Work Experience	N/A
Other	N/A
Total	

Course Outline Author or Contact:

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Signature

APPROVAL SIGNATURES:

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Department Head Signature

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Valid from: September 2020 – March 2025

Education Council Approval Date

COURSE PREREQUISITES AND TRANSFER CREDIT:

Prerequisites: Either English 12, English Studies 12, English First Peoples 12, ENGL 090, or equivalent (refer to Course Equivalency information on the College Website). ELP 89 or ELP 98 with 75% or above.

Corequisites: None

Flexible Assessment (FA):

Credit can be awarded for this course through FA Yes No

Learners may request formal recognition for flexible assessment at the College of the Rockies through one or more of the following processes: External Evaluation, Worksite Assessment, Demonstration, Standardized Test, Self-assessment, Interview, Products/Portfolio, Challenge Exam. Contact an Education Advisor for more information.

Transfer Credit: For transfer information within British Columbia, Alberta and other institutions, please visit <http://www.cotr.bc.ca/Transfer>.

Students should also contact an academic advisor at the institution where they want transfer credit.

Prior Course Number: N/A

Textbooks and Required Resources:

Textbook selection varies by instructor and may change from year to year. At the Course Outline Effective Date the following textbooks were in use:

Engkent, L. (2011). *Skill Set*. Second Edition. Don Mills, ON: Oxford University Press.

Instructor developed material and online resources: lecture notes, online academic articles, websites and videos

Please see the instructor's syllabus or check COTR's online text calculator

<http://go.cotr.bc.ca/tuition/tCalc.asp> for a complete list of the currently required textbooks.

LEARNING OUTCOMES:

Upon the successful completion of this course, students will be able to

- select appropriate communication channels for a particular audience and purpose;
 - use a three-part writing process that incorporates pre-writing, writing and revising;
 - organize ideas effectively;
 - edit for a concise, direct, simple prose style;
 - write coherent sentences and unified paragraphs;
 - write persuasively;
 - proofread for common errors in grammar, punctuation, capitalization, use of numbers and abbreviation;
 - work effectively in meetings and small groups;
 - speak effectively in a professional, academic and personal context; and
 - work collaboratively.
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COURSE TOPICS:

SAMPLE TOPICS FOR THE LAB COMPONENT

- Parts of speech
- Connotation
- Synonyms and antonyms
- Jargon, colloquialisms and slang
- Basic sentence structure
- Verb forms
- Singular and plural
- Possession
- Prepositional phrases
- Co-ordinate conjunctions

Editing for

- Vocabulary errors / word choice
- Grammar errors
- Punctuation and capitalization

Unit 1: Communication Defined

- Types of communication
- Functions of communication

Unit 2: Writing Skills

- Audience and purpose
- Writing personally and impersonally
- Using appropriate style
- Understanding the use of "you"
- Understanding the writing process
- Sentence writing skills
- Paragraph writing skills

Unit 3: Rhetorical Skills

- Defining and classifying
- Showing cause and effect
- Making comparisons
- Persuading

Unit 4: Reading Skills

- Identifying the main idea
- Distinguishing facts and opinions
- Recognizing writers' techniques

Unit 5: Oral Communication

- Interpersonal communication
- Public communication

Unit 6: Communication in Groups

- Characteristics of group members
- Communicating in groups
- Solving problems in groups
- Leadership and power in groups

See instructor's syllabus for the detailed outline of weekly readings, activities and assignments.

EVALUATION AND ASSESSMENT:

Assignments	% Of Total Grade
Assignments	30%
Unit tests	20%
In-class activities	15%
Lab activities	10%
Final exam	<u>25%</u>
Total	100%

Please see the instructor's syllabus for specific classroom policies related to this course, such as details of evaluation, penalties for late assignments, and use of electronic aids.

To receive credit for the course, the student must achieve a 50% or higher grade on both the semester's work and the final exam.

EXAM POLICY:

Students must attend all required scheduled exams that make up a final grade at the appointed time and place.

Individual instructors may accommodate for illness or personal crisis. Additional accommodation will not be made unless a written request is sent to and approved by the appropriate Department Head prior to the scheduled exam.

Any student who misses a scheduled exam without approval will be given a grade of "0" for the exam.

COURSE GRADE:

Course grades are assigned as follows:

Grade	A+	A	A-	B+	B	B-	C+	C	C-	D	F
Mark (Percent)	≥ 90	89-85	84-80	79-76	75-72	71-68	67-64	63-60	59-55	54-50	< 50

A grade of "D" grants credit, but may not be sufficient as a prerequisite for sequential courses.

ACADEMIC POLICIES:

See www.cotr.bc.ca/policies for general college policies related to course activities, including grade appeals, cheating and plagiarism.

COURSE CHANGES:

Information contained in course outlines is correct at the time of publication. Content of the courses is revised on an ongoing basis to ensure relevance to changing educational, employment and marketing needs. The instructor endeavours to provide notice of changes to students as soon as possible. The instructor reserves the right to add or delete material from courses.