



Communication Skills for Life and Employment – ESEP 001 Education and Skills for Employment Program

Course Outline

COURSE IMPLEMENTATION DATE: January 2017
OUTLINE EFFECTIVE DATE: September 2022
COURSE OUTLINE REVIEW DATE: March 2027

GENERAL COURSE DESCRIPTION:

In this course, students learn the skills necessary to communicate effectively. Students will read, write, speak, and listen as a means to develop purposeful skills in preparation for finding and maintaining employment. Students must demonstrate a high level of participation, motivation and interest in the course work and a positive attitude in feedback and evaluation. Students will learn effective coping skills, problem solving strategies and appropriate communication skills in all class activities. Students also actively participate in a number of activities to help them address challenges associated to a greater level of independence.

Program Information: Communication Skills for Life and Employment is one of the core courses in the Education and Skills for Employment Program.

Delivery: This course is delivered face to face.

COTR Credits: None

Hours for this course: 120 hours

Typical Structure of Instructional Hours:

Instructional Activity	Duration
Instructional Hours	40
Seminars / Tutorials	
Laboratory / Studio Hours	
Practicum / Field Experience	
Other Contact Hours	80
Total	120

Practicum Hours (if applicable):

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

Other Contact Hours:

- Guided Practice

Course Outline Author or Contact:

Paul Brady, MA, BAEd, PID

Signature

APPROVAL SIGNATURES:

Department Head

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Department Head Signature

Dean Signature

EDCO

Valid from: September 2022 – March 2027

Education Council Approval Date

COURSE PREREQUISITES AND TRANSFER CREDIT:

Prerequisites: Admitted to the ESEP or instructor permission.

Corequisites: N/A

Flexible Assessment (FA):

Credit can be awarded for this course through FA Yes No

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

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

Prior Course Number: TEP 001

Date changed: November 2016

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:

Gopaul, Nina, ed., The Westcoast Reader, Vancouver

Daily Newspapers

A wide variety of print materials.

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

- develop self awareness and reflection skills;
 - use basic reading strategies to read printed material;
 - identify barriers to communication and use strategies to overcome them;
 - examine and question statements and information;
 - use different types of writing to put forward ideas and information;
 - organize information so that it can be used in a meaningful way by a specified audience;
 - display and use effective communication in social and work environments;
 - differentiate between passive, assertive, and aggressive behavior;
 - participate in a variety of activities/situations involving group work and role plays;
 - retell information;
 - ask for clarification and demonstrate techniques (i.e. paraphrasing, asking questions) to assist communication;
 - respond appropriately to questions, instructions and feedback;
 - engage in active listening;
 - develop strategies for getting along with others;
 - demonstrate a basic level of skill in using digital resources;
 - operate a computer as a learning aid for gathering information and word processing;
 - define conflict and demonstrate resolution strategies;
 - develop strategies focused on diversity, equity, and inclusion in the workplace; and
 - identify ways of demonstrating initiative on the job.
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COURSE TOPICS:

- Reading Strategies and Comprehension Skills
- Workplace Vocabulary/Writing
- Grammar, Punctuation and Spelling
- Interpersonal Communication
- Basic computer awareness
- Listening/Speaking Strategies

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

EVALUATION AND ASSESSMENT (Face-to-Face Delivery):

Assignments	% Of Total Grade
Participation	10%
Group and In-pairs Work	10%
Active Learning Assignments	50%
In-class Activities	20%
Quizzes	<u>10%</u>
Total	100%

COURSE GRADE:

A completion of 75% or higher is required.

COM	Completed to the defined standard
NCG	No Credit Granted

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.