

# ENL1813B

## Communications I

### Course Outline

2022-2023

<b>Pre-requisite(s)</b>	N/A
<b>Co-requisite(s)</b>	N/A
<b>Prepared by</b>	Judy Puritt
<b>Approved by</b>	Katherine Root, Chair, Business Administration
<b>Normative hours</b>	42.00
<b>Grading system</b>	A+ Through F
<b>Experiential Learning</b>	No

Applicable Program(s)	Level	Core/Elective
Multiple Programs	Multiple Levels	Multiple Core/Elective

## Course Description

Communication remains an essential skill sought by employers, regardless of discipline or field of study. Using a practical, vocation-oriented approach, students develop stronger grammar and business-writing skills to become effective business communicators. Through a combination of lectures, exercises, and independent learning, students practise writing, speaking, reading, listening, locating and documenting information, and using technology to communicate professionally. Students develop and strengthen communication skills that contribute to success in both educational and workplace environments.

## Essential Employability Skills

This course contributes to your program by helping you achieve the following Essential Employability Skills:

- EES 1** Communicate clearly, concisely and correctly in the written, spoken and visual form that fulfills the purpose and meets the needs of the audience. (T, A)
- EES 2** Respond to written, spoken or visual messages in a manner that ensures effective communication. (T, A)
- EES 6** Locate, select, organize and document information using appropriate technology and information systems. (T, A)
- EES 7** Analyze, evaluate and apply relevant information from a variety of sources. (T, A)

**Assessment Levels** —T: Taught A: Assessed CP: Culminating Performance

## Course Learning Requirements / Embedded Knowledge and Skills

When you have earned credit for this course, you will have demonstrated the ability to:

- 1. Plan, write, revise, and edit short documents and messages that are organized, complete, and tailored to specific audiences.**
  - Complete introductory writing exercise. Write letters, memos, and e-mails. Utilize a variety of document formats. Incorporate elements of business writing style. Apply standard use of sentence structure, grammar, and punctuation.
- 2. Plan and deliver short, organized spoken messages and oral reports tailored to specific audiences and purposes.**

- Participate in and contribute to class discussions. Deliver oral presentation business-focused reports to live audiences. Communicate via voice messaging.

### **3. Interpret and reframe information gained from spoken messages in ways that show accurate analysis and comprehension.**

- Identify and practise effective listening strategies. Identify barriers to effective listening. Summarize and paraphrase information gained through listening. Reformat information received.

### **4. Use effective reading strategies to collect and reframe information from a variety of written materials accurately.**

- Separate main ideas from subordinate ideas in written materials. Identify the organizational structure of a variety of written messages. Read with a purpose to identify needed information. Paraphrase, summarize, and reformat information collected from written materials.

### **5. Locate, select, and organize relevant and accurate information drawn from a variety of sources appropriate to the task.**

- Select and use databases to find information. Locate prescribed sources of information. Distinguish between primary and secondary sources. Evaluate the relevance and validity of information. Assess and choose information sources appropriate to the purpose and task. Compile and organize information.

### **6. Integrate and document information using commonly accepted citation guidelines.**

- Credit the work or ideas of others to avoid plagiarism. Incorporate research information in written materials and oral messages. Use strategies to identify and avoid plagiarism. Identify acceptable citation guidelines. Cite sources correctly using APA style.

### **7. Select and use common, basic, information technology tools to support communication.**

- Identify common technology tools used to support communication. Select the technology appropriate for the task. Use word processing software to write short business documents and routine correspondence. Use the Internet and Brightspace. Check and respond to voice mail and e-mail in a timely manner.

## Learning Resources

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Meyer, C. (2020). *Communicating for results: A Canadian student's guide* [fifth edition]. Don Mills, ON: Oxford University Press.

## Learning Activities

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- Class discussions
- Group discussions
- Lectures
- Lab work and independent study
- On-line learning
- Guest speakers

### **Samples of learning activities may include the following:**

- Written exercises to improve sentence structure, grammar, punctuation
- Exercises and discussions to raise awareness of different levels of language and the importance of appropriate tone in business communication
- Case studies of effective and ineffective business writing
- Planning, drafting, revising, and writing letters and memos
- Planning, drafting, and delivering presentations
- Participating in group and individual exercises and activities in both on-line and face-to-face environments

## Pre-defined Evaluation / Earning Credit

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The following list provides evidence of this course's learning achievements and the outcomes they validate:

### **Quiz(zes)/Test(s) (30%)**

Validates Outcomes: CLR 1, CLR 2, CLR 3, CLR 4, CLR 5, CLR 6, CLR 7, EES 1, EES 2, EES 6, EES 7

### **In-class Work (15%)**

Validates Outcomes: CLR 1, CLR 2, CLR 3, CLR 4, CLR 5, CLR 6, CLR 7, EES 1, EES 2, EES 6, EES 7

#### **Business Writing Assignment(s) (25%)**

Validates Outcomes: CLR 1, CLR 2, CLR 4, CLR 5, CLR 6, EES 1, EES 2, EES 6, EES 7

#### **Presentation(s) (10%)**

Validates Outcomes: CLR 2, CLR 3, CLR 4, CLR 6, EES 2, EES 6

#### **Business Writing Assignment(s) (20%)**

Validates Outcomes: CLR 1, CLR 2, CLR 4, CLR 5, CLR 6, EES 1, EES 2, EES 6, EES 7

## Prior Learning Assessment and Recognition

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Students who wish to apply for Prior Learning Assessment and Recognition (PLAR) need to demonstrate competency at a post-secondary level in all outlined course learning requirements. Evidence of learning achievement for PLAR candidates includes:

- Other:

## Course Related Information

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Please refer to the Course Section Information (CSI) / weekly schedule for specific course-related information as provided by your professor.

## Department Related Information

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### **School of Business Procedures**

The School of Business Procedures file is located under "Course Information" in your course Brightspace site. These procedures are specific to School of Business programs and either cover issues not included in College Policies and Directives or elaborate on them.

### **Student Academic Responsibilities**

Each student is responsible for:

- Knowing the due dates for marked out-of-class assignments.
- Knowing the dates of in-class marked assignments and exercises.
- Maintaining a folder of all work done in the course during the semester for validation claims in cases of disagreement with faculty.
- Keeping both paper and electronic copies of all assignments, marked and unmarked, in case papers are lost or go missing;
- Regularly checking both Brightspace announcements as well as one's Algonquin e-mail account for important messages from both professor and college administration.
- Participating in on-line and classroom exercises and activities as required.

### **Exemptions**

Exemptions may be granted to students who have successfully passed an equivalent course at a post-secondary institution. If you wish to apply for an exemption contact the coordinator of the course for academic advice. To apply for an exemption, you must contact the Registrar's Office before the deadline listed on your timetable.

### **Withdrawing From The Course**

The last date for withdrawing from courses without academic penalty is printed on your timetable. The student is responsible for notifying the instructor and completing the appropriate form for withdrawal with the College Registrar.

### **Software Copyright**

In the past few years, the Copyright Act has been updated to cover computer software. If the police lay charges against someone infringing copyright, the maximum penalties for a summary conviction are "a fine not exceeding \$25,000 or imprisonment for a term not exceeding six months or both." The maximum penalties for an indictable conviction are "a fine not exceeding one million dollars or imprisonment for a term not exceeding five years or both." Making a copy of software package for your own use, other than a backup copy of package that you have purchased as allowed in your license agreement, would make you liable for the above penalties.

### **Harassment/Discrimination/Violence**

Harassment, discrimination and violence will not be tolerated. Any form of harassment (sexual, racial, gender or disability related), discrimination (direct or indirect), or violence, whether towards a professor or amongst students, will not be tolerated on the college

premises. Action taken will start with a formal warning and proceed to the full disciplinary actions as outlined in Algonquin College policy. For further information, refer to the Student Instaguide or get a copy of the official policy statements from the Student Association (Directive A8).

### **Plagiarism Detection Software**

"Turnitin" and "Safe Assign" plagiarism detection software is in use in the School of Business. Professors may require students to submit their work for review. Students are accountable to Plagiarism Policy AA20 found at <http://www2.algonquincollege.com/directives/policy/plagiarism/>

### **Retention of Student Work**

Students are advised that original, electronic, or copied samples of their work may be retained for the purpose of program quality review by assessment panels. Unless students have otherwise granted permission, anonymity will be respected for all work retained for the purpose of quality review. Original work samples, may be retained with student agreement and will be returned to students upon request.

### **Academic Probation or Withdrawal from Academic Program**

As per College Policy AA14, which can be found at <http://www3.algonquincollege.com/directives/policy/aa14-grading-system/>

"A student is on academic probation when the term cumulative grade point average falls below 1.7, or when a student carries 2 or more "F" grades. A student on academic probation may continue in the program, subject to conditions set by the Academic Administrator. In some cases, there may be program specific progression requirements which supersede the foregoing.

The transcript message reads:

Academic Probation - Please see your Program Coordinator"

"A student on probation may be required to:

- a. reduce his/her course load,
- b. withdraw from full-time status within the program, or
- c. withdraw completely from the program.

A student required to withdraw completely from Level 01 must reapply through the Ontario College Application Services. A student required to withdraw from an advanced level of the program must have the approval of the Academic Administrator prior to resuming his/her studies."

## **College Related Information**

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**Algonquin College's policies have been developed to ensure the health, safety and security of all students, faculty and staff, and the proper and fair operation of the College as an academic institution and employer. Please refer to the Algonquin College Policies website for the most current policy information available at <http://www.algonquincollege.com/policies/>.**

**Students are especially encouraged to be aware of the following College expectations**

### **Academic Integrity**

Algonquin College is committed to the highest standards of academic integrity, and students are expected to uphold these standards as part of the learning process. Any academic work submitted by a student is expected to be their own work, unless designated otherwise and all sources must be attributed. All students should be familiar with the Algonquin College policy [AA48: Academic Integrity](#) which outlines student's roles and responsibilities and what represents academic dishonesty. In some courses, online proctoring may be used to prevent academic dishonesty. Additional information can be found at [Academic Integrity - Student Survival Guide - Subject Guides at Algonquin College \(libguides.com\)](#) and via [Academic Integrity Student Resources](#). Students with any questions about the course expectations regarding academic integrity are encouraged to speak to their professor and the College's academic integrity team at [acaio@algonquincollege.com](mailto:acaio@algonquincollege.com)

### **Centre for Accessible Learning**

Students with visible and/or non-visible disabilities are encouraged to register with the [Centre for Accessible Learning \(CAL\)](#), in order to be eligible for appropriate learning supports and/or accommodations. Students are strongly encouraged to make an appointment with the Centre for Accessible Learning as early as possible when starting a program. Once your needs are identified, a Letter of Accommodation (LOA) will be issued which you can share with your professors. If you are a returning student, please ensure that professors are given a copy of your LOA each semester.

### **College Email**

Students at Algonquin College are provided with a college email account. This is the address that will be used when the College, your professors, or your fellow students communicate important information about your program or course activities. Your network credentials

can be found in the [AC SIS portal](#) and you are expected to check your Algonquin email regularly and to use it to send and receive college-related email. Support is available through the college Information Technology Service (ITS) at: <https://www.algonquincollege.com/its/>

### **Retroactive Accommodations**

Students are expected to meet evaluation and completion deadlines as stated in course outline and course section information documents. In circumstances where evaluation and/or completion deadlines are missed or student performance has been affected by a temporary or permanent disability (including mental health), interim or retroactive accommodations may be considered. In such instances, please consult your course faculty member. For other situations where deferral of evaluations may be warranted, please consult Algonquin College Policy [AA21: Deferred Evaluation](#).

### **Student Course Feedback**

Algonquin College's invites students to share their course experience by completing a student course feedback survey for each course they take. For further details consult Algonquin College Policy [AA25: Student Course Feedback](#).

### **Use of Mobile Devices in Class**

With the proliferation of small, personal mobile devices used for communications and data storage, Algonquin College believes there is a need to address their use during classes and examinations. During classes, the use of such devices unless authorized by your professor can be disruptive and disrespectful to others. During examinations, the use of such devices is generally prohibited unless authorized by your professor. Otherwise use is considered academic dishonesty in the form of cheating. For further details consult Algonquin College Policy [AA32: Use of Mobile Devices in Class](#).

### **Technology Requirements**

Students are required to have access to a computer and to the internet. There may also be additional technology-related resources required to participate in a course that are not included in the course materials fee, such as headphones, webcams, specialized software, etc. Details on these requirements can be found in the Course Section Information of the course outline for each course available on Brightspace.

### **Transfer of Credit**

It is the student's responsibility to retain course outlines for possible future use to support applications for transfer of credit to other educational institutions.

### **Safe Harbour**

In the event of an unexpected major event (pandemic, etc.), your course may have changes that are not reflected in the Course Outline. Should this happen, the Course Section Information document will have updated information about your course.

## Other Information

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### Grade Scheme

<b>Final Grade</b>	<b>Mark Equivalent</b>	<b>Numeric Value</b>	<b>Final Grade</b>	<b>Mark Equivalent</b>	<b>Numeric Value</b>
A+	90% - 100%	4.0	A	85% - 89%	3.8
A-	80% - 84%	3.6	B+	77% - 79%	3.3
B	73% - 76%	3.0	B-	70% - 72%	2.7
C+	67% - 69%	2.3	C	63% - 66%	2.0
C-	60% - 62%	1.7	D+	57% - 59%	1.4
D	53% - 56%	1.2	D-	50% - 52%	1.0
F	0% - 49%	0	FSP	0	0