

ENL1813T

Communications I

Course Outline

2022-2023

Pre-requisite(s)	N/A
Co-requisite(s)	N/A
Prepared by	Technical Communication Faculty
Approved by	Adam Shane, Academic Chair, ASET
Normative hours	42.00
Grading system	A+ Through F
Experiential Learning	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 focus on meeting the requirements of effective communication. 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.**
 - identify audience and purpose.
 - select the appropriate medium for delivering the message.
 - format and write short documents such as routine correspondence, reports, descriptions, or summaries.
 - support message content with visual elements.

- edit and proofread documents to eliminate errors.

2. plan and deliver short, organized spoken messages and oral reports tailored to specific audiences and purposes.

- choose appropriate format and structure for the purpose and audience.
- use strategies to overcome speaking anxiety.
- use verbal and nonverbal techniques to enhance spoken messages.
- incorporate cues and transitions to guide listeners.
- use visual support that enhances communication.
- respect time allocations.

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

- identify and practise effective listening strategies.
- summarize and paraphrase information gained through listening.
- reformat information received through listening into another medium, such as graphics.

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.
- paraphrase, summarize and reformat information collected from written materials.
- interpret the visual elements found in written materials.

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

- 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 in both written and visual formats.

6. integrate and document information using commonly accepted citation guidelines.

- credit other's work or ideas to avoid plagiarism.
- incorporate research information in written materials, oral messages and visuals.
- cite sources correctly.

7. select and use common, basic, information technology tools to support communication.

- use word processing software to write short documents and routine correspondence.
- use presentation software for the organisation and support of oral communication.

Learning Resources

Please check with your instructor before buying textbooks. There may be a required text.

Please consult Brightspace for a copy of the course schedule and more information about assignments.

Learning Activities

Writing Activities

- Writing workplace correspondence using standard formats
- Following the principles of direct structure in the creation of written work
- Summarizing written and spoken material
- Using information technology (email, office productivity applications)
- Writing technical descriptions
- Including visual elements that improve communication

Speaking Activities

- Delivering oral presentations
- Developing slideware and presentation aids that support oral communication
- Participating in collaborative assignments and presentations

- Presenting at least one formal oral

Research Activities

- Conducting research to gather information
- Documenting sources
- Summarizing research results
- Designing visuals (infographics) based on data and research results

In-Class activities

- Participating in class discussions
- Improving ability to communicate effectively
- Completing exercises to re-enforce the principles and strategies of professional communication

Wholistic Evaluation Approach

Although the skills in the course outline are listed separately, they are not treated separately in the classroom. Each assignment will, wherever possible, involve several skills while emphasizing the development of one skill. Learners acquire communication skills by reading, writing, listening, and speaking in a real-time environment, by being part of the learning process, not by being a passive recipient of information.

No Resubmission Policy

Learners should note that the Technical Communication Department in the School of Advanced Technology (SAT) and Algonquin Centre for Construction Excellence (ACCE) has a "**no resubmission**" policy for assignments. As with the workplace, learners should be submitting their best work the first time. Learners are encouraged to be proactive and ensure that they are clear about assignment requirements and expectations before the submission deadline.

Pre-defined Evaluation / Earning Credit

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

Written Assignment(s) (40%)

Validates Outcomes: CLR 1, CLR 3, CLR 7, EES 1, EES 2

Presentation(s) (30%)

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

Research Assignment(s) (20%)

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

Participation (10%)

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

Prior Learning Assessment and Recognition

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:

- Portfolio
- Other: An interview, and/or a test of writing competency, and/or a live presentation to confirm oral presentation competency, may be requested to confirm any documentation presented in the required portfolio .

Course Related Information

Please consult the **Brightspace** shell for your course (<http://brightspace.algonquincollege.com/>) for more information.

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

College Related Information

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

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 [ACSIS 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

Grade Scheme

Final Grade	Mark Equivalent	Numeric Value	Final Grade	Mark Equivalent	Numeric Value
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