

October, 1994

A: Division: **ACADEMIC**

DATE:

B: Department: **English and Communications**

New Course:



Feb, 1991

DATED:

1, Family **Workplace Writing for Child**

Semester Credit

C: **Communications 110**

D: **and Community Studies**

Subject & Course No.

Descriptive Title

of Revision:

F: Calendar Description:

Summary

Communications 110 is designed for students intending to enroll in the Community Support Worker, Child and Youth Care Counsellor, Community Social Service Worker, or Early Childhood Education programs.

94.10 D, M

91.02 D, F

social services fields in assignment focus on specific workplace writing tasks with emphasis given

88.05

N: Textbooks and materials to be Purchased by Students
(Use Bibliographic Form):

No single text is applicable for all career programs

possibilities:

The Writer's Rhetoric and Handbook, McMahon & Day

Course Content, C. Method of Instruction, D. Course Evaluation

O. COURSE OBJECTIVES:
Communications 110 has been developed to meet the communications requirements of specific programs within the Department of Child, Family and Community Studies.

I. General Skills:

Student will be able to:
write in standard English;
demonstrate communicative competence through successful completion of writing tasks.
Skills:

1. write
2. demon
wh
II. Specific

Writing Skills

1. use correct language fundamentals in all written assignments.

4. demonstrate skill in developing paragraphs.
5. quote, paraphrase, and note sources accurately.
6. present a conventional bibliography.

Rhetorical Skills

1. write appropriately for single and multiple readers (managers, supervisors, court personnel, etc.)
2. prepare written documents using language conventions.

use field-appropriate style of documentation

G. COURSE OBJECTIVES: (cont.)

Analytical Skills

- assignments;
1. seek out and select appropriate sources for use;
 2. use college library sources effectively;
 3. analyze research for relevant data;
 4. recognize and avoid plagiarism.

Collaborative Skills

1. collaborate effectively with other students, advisors, and participants at all times;
2. interact appropriately with peers and advisors in meetings.

Specific Written Works

P. COURSE CONTENT

I. Tasks (Written and Oral)

informational,

- Reports: field-research, progress reports on client contact, problem/solution, minutes, agenda
- Brief
- Letters and Memos: application, transmittal, to the editor
- Resume
- Summary/Comparative Summary
- Bibliography
- Employment Interview Skills
- Meeting Skills

Oral Presentation

II. Compositional Strategies

- topic development
- writing process
- free and pre-writing
- revising
- editing
- research
- comparison

argument and analysis summary

Q. METHOD OF INSTRUCTION:

This course will emphasize learning through interactive activities. Under the instructor's direction, students will integrate the results of these activities in the classroom. In addition, students will be required to write in appropriate language and structural situations. Additionally, instructors will present principles in a number of writing situations. The principles of writing and the writing process will be presented. Other methods include lectures, group work, experiential situations in the workplace, and presentations by resource people with field-related expertise.

R. COURSE EVALUATION:

To pass CMNS 110, students must demonstrate the ability to write in standard English. Assignments are as follows:

Summary	20%	Comparative Summary
Letters	20%	Letters
Resume	10%	Job Package
Brief	30%	Brief
(Covering Letter)	5%	
Preparation and Participation	10%	
	100%	