



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

Course Outline

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

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 also actively participate in a number of activities to help them live successfully in today's diverse world.

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
Lecture 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:

Sharon Richardson, BA, BEEd, MA

Signature

APPROVAL SIGNATURES:

Department Head

Joy Brown

E-mail: jbrown3@cotr.bc.ca

Dean of Trades and Technology

Dr. Jack Moes

E-mail: jmoes@cotr.bc.ca

Department Head Signature

Dean Signature

EDCO

Valid from: January 2017 – September 2022

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:

Sandy, Chuck, and Curtis Kelly, *Active Skills for Communication 2*. Boston: Heinle, 2010.

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

Daily Newspapers

A wide variety of print materials.

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

http://www.cotr.bc.ca/bookstore/cotr_web.asp?IDNumber=164 for a complete list of the currently required textbooks.

LEARNING OUTCOMES:

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

- 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 teaching aid for gathering information and word processing;
 - define conflict and demonstrate resolution strategies;
 - explore multicultural diversity in the workplace; and
 - identify ways of demonstrating initiative on the job.
-

COURSE TOPICS:

- Reading Strategies and Comprehension Skills
- Workplace Vocabulary/Writing
- Grammar, Punctuation and Spelling
- Interpersonal Communication
- Basic computer awareness
- Resumes
- 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
Assignments and activities	70%
Tests/quizzes	<u>30%</u>
	100%

COURSE GRADE:

Students are expected to meet or exceed their present level of job readiness. Punctuality and regular attendance in all scheduled classes is critical to student success. A high level of participation, motivation and interest in the course work and a positive attitude in feedback and evaluation situations are part of the evaluation and assessment process. Students are expected to demonstrate effective coping skills, problem solving strategies and appropriate communication skills in all class activities. Students are expected to maintain the highest level of personal hygiene and dress 'for the interview' for each classroom session. A score 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.