

October, 1994

A: Division: **ACADEMIC**

DATE:

B: Department: **English and Communications** New Course: _____
 Division of Community Information Forum

1, Family DATED: _____
 C: **Communications 110** D: **and Community Studies**
Workplace Writing for Child
 Semester Credit 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.	(Enter date & section) 94.10 D, M 91.02 D, F
	social services fields. 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

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.
- 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 Tasks

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 discussion of real-world situations. Additionally, instructors will present principles in a number of writing situations. The principles of writing and communication will be applied to various workplace situations. Other methods include lectures, group work, experiential situations in the workplace, discussions, 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 for various audiences and tasks in the social services field.

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