



COMC-100 – Written & Oral Communication Skills

University Arts and Science

Effective Term & Year: Fall 2022

Course Outline Review Date: 2025-03-01

Program Area: Arts, Humanities, and Social Sciences

Description:

The main focus of this course is to help students improve their written and oral English language skills to effectively communicate in a variety of academic and professional situations. Through helpful guidelines, clear explanations and engaging activities, students develop writing and critical reading strategies and basic research skills to help them successfully transition into the Canadian post-secondary environment.

Program Information:

This course can be used as a prerequisite for an academic English composition course. This course can also be used as an elective in the Tourism and Recreation Management programs provided it is completed before ENG100.

Delivery Methods: On-campus (Face-to-Face), Online

Credit Type: College of the Rockies Credits

Credits: 3

Course type/s:

Instructional Activity and Hours:

Activity	Hours
Classroom, Directed Studies or Online Instruction	45
Seminar/Tutorials	
Laboratory/Studio	15

Practicum/Field Experience

Co-op/Work Experience

Other

Total 60

Course Requisites:

- Complete 1 of the following
 - Completed at least 1 of the following:
 - ENST 12 – English Studies 12
 - ENFP 12 – English First Peoples 12
 - ENGL090 – English – Provincial Level
 - Earned a minimum grade of B (75%) in each of the following:
 - ELP98 – Academic Skills for College Preparation (3)

Flexible Assessment: Yes

In some cases students may be able to apply for recognition of prior learning outside the classroom. This flexible assessment process provides equivalent course credit. It is a rigorous process that may include external evaluation, worksite assessment, demonstration, standardized test, self-assessment, interview, products/portfolio, and challenge exam, or other measures as appropriate. Tuition fees apply. Contact an education advisor for more information.

Course Transfer Credit:

For information about receiving transfer credit for courses taken at either British Columbia or Alberta institutions, please see <https://www.bctransferguide.ca/> or <https://transferalberta.alberta.ca> . For more transfer credit information, please visit <https://www.cotr.bc.ca/Transfer>

All requests for course transfer credit from institutions in British Columbia or elsewhere should go to the College of the Rockies Enrolment Services office.

Textbook Resources:

Textbook selection varies by instructor and may change from year to year. At the Course Outline Effective Date the following textbooks were in use:

Engkent, L. (2011). *Skill Set*. Second Edition. Don Mills, ON: Oxford University Press.

Instructor developed material and online resources: lecture notes, online academic articles, websites and videos

Please see the instructor's syllabus or check COTR's online text calculator <https://textbook.cotr.bc.ca/> for a complete list of the currently required textbooks.

Learning Outcomes:

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

- select appropriate communication channels for a particular audience and purpose;
 - use a three-part writing process that incorporates pre-writing, writing and revising;
 - organize ideas effectively;
 - edit for a concise, direct, simple prose style;
 - write coherent sentences and unified paragraphs;
 - write persuasively;
 - proofread for common errors in grammar, punctuation, capitalization, use of numbers and abbreviation;
 - work effectively in meetings and small groups;
 - speak effectively in a professional, academic and personal context; and
 - work collaboratively.
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Course Topics:

SAMPLE TOPICS FOR THE LAB COMPONENT

- Parts of speech
- Connotation
- Synonyms and antonyms
- Jargon, colloquialisms and slang
- Basic sentence structure
- Verb forms
- Singular and plural
- Possession
- Prepositional phrases
- Co-ordinate conjunctions

Editing for

- Vocabulary errors / word choice
- Grammar errors
- Punctuation and capitalization

Unit 1: Communication Defined

- Types of communication
- Functions of communication

Unit 2: Writing Skills

- Audience and purpose
- Writing personally and impersonally
- Using appropriate style
- Understanding the use of "you"
- Understanding the writing process
- Sentence writing skills
- Paragraph writing skills

Unit 3: Rhetorical Skills

- Defining and classifying
- Showing cause and effect
- Making comparisons
- Persuading

Unit 4: Reading Skills

- Identifying the main idea
- Distinguishing facts and opinions
- Recognizing writers' techniques

Unit 5: Oral Communication

- Interpersonal communication
- Public communication

Unit 6: Communication in Groups

- Characteristics of group members
- Communicating in groups
- Solving problems in groups
- Leadership and power in groups

See instructor's syllabus for the detailed outline of weekly readings, activities and assignments.

Evaluation and Assessments

Assessment Type: On-Campus (face-to-face) and Online, or Hybrid

Assessment Type

% of Total Grade

Assignments	30%
Unit tests	20%
In-class activities	15%
Lab activities	10%
Final exam	25%
Total	100%

Grade Scheme

A+	A	A-	B+	B	B-	C+	C	C-	D	F
>=90	89-85	84-80	79-76	75-72	71-68	67-64	63-60	59-55	54-50	<50

Pass requirements: A passing mark (50% or higher) on the final exam and a passing average on all other assignments and evaluations.

Evaluation Notes: A grade of “D” grants credit, but may not be sufficient as a prerequisite for sequential courses.

Exam Attendance:

Students must attend all scheduled exams at the appointed time and place. Instructors may approve an alternate exam to accommodate an illness or personal crisis. Department heads will consider other written requests. Any student who misses a scheduled exam without prior approval will receive a “0” on the exam.

Academic Policies:

College of the Rockies policies related to courses can be found at <https://cotr.bc.ca/about-us/college-policies/> and include the following:

- Policy 2.4.3 Students with Documented Disabilities
- Policy 2.4.4 Student Conduct (plagiarism, other cheating, behavioral misconduct)
- Policy 2.5.8 Academic Performance
- Policy 2.5.3 Grade Appeal
- Policy 2.4.9 Student Concerns Re Faculty

Course Changes:

The College of the Rockies updates course outlines regularly to meet changing educational, employment and marketing needs. The instructor will notify students in writing of any updates to this outline during the semester. The instructor reserves the right to revise, add or delete

material while meeting the learning outcomes of this course outline.