



## CYFS-101 – Inclusive Interpersonal Communications

### Health and Human Services

**Effective Term & Year:** Fall 2022  
**Course Outline Review Date:** 2025-04-01

**Program Area:** Child Youth and Family Studies

#### Description:

Inclusive Interpersonal Communications enables the student to develop interpersonal communication skills to enhance their professional and personal relationships. We also expect students to clearly evaluate their own values, beliefs, and attitudes that influence their interpersonal communication.

#### Program Information:

CYFS 101 is a core course required in all of the following Child, Youth and Family Studies Programs: Education Assistant, Early Childhood Education and Human Service Worker certificates.

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

**Credit Type:** College of the Rockies Credits

**Credits:** 3

#### Instructional Activity and Hours:

Activity	Hours
Classroom, Directed Studies or Online Instruction	45
Seminar/Tutorials	
Laboratory/Studio	
Practicum/Field Experience	
Co-op/Work Experience	

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Other

Total	45
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### Course Requisites:

- Earned a minimum grade of C+ (65%) in at least 1 of the following:
  - [ENST 12](#) – English Studies 12
  - [ENFP 12](#) – English First Peoples 12
  - [ENGL090](#) – English – Provincial Level

### 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.

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### 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.

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### 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:

Adler, R.A., Rolls, J.A. & Proctor II, R.F. (2018). *Looking out/Looking in* (3rd Canadian ed). Toronto, ON: Nelson Canada Ltd.

Haig, J., & MacMillan, V. (2018). *Cites & sources: An APA documentation guide* ( 5th ed). Toronto, ON: Nelson Publishing.

*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.

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### Learning Outcomes:

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

- identify personal and environmental factors that impede effective communication;
  - evaluate personal listening styles and develop strategies to engage in active listening; express thoughts and feelings appropriately;
  - interpret others verbal and non verbal communication;
  - work effectively as a member of a team;
  - evaluate own communication styles;
  - demonstrate an understanding of the importance of confidentiality in a professional setting; adapt to other individuals' levels of communication;
  - demonstrate knowledge, and respect cultural, socio-economic, and family diversity; and
  - demonstrate knowledge of augmentative and alternative communication tools.
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### Course Topics:

- The Process of Communication
- Self-Concept
- Perception
- Emotions
- Language
- Non-verbal Communication
- Listening
- Communication and Relational Dynamics
- Communication Climates
- Conflict Resolution
- Augmentative and Alternative Communication
- Team Building

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

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## Evaluation and Assessments

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

Assessment Type	% of Total Grade
Assignments	60%
Weekly Discussion and Activities	20%
Quiz	20%

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			<60

**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

### Equivalent Course(s) and Course Code Changes

Prior Course Code: HHFP 101

Date changed: May 1999

### 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.

