



ESEP-001 – Communication Skills for Life and Employment

College Preparation and Upgrading

Effective Term & Year: Fall 2022

Course Outline Review Date: 2027-03-01

Program Area: Upgrading for Academic and Career Entry

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 must demonstrate a high level of participation, motivation and interest in the course work and a positive attitude in feedback and evaluation. Students will learn effective coping skills, problem solving strategies and appropriate communication skills in all class activities. Students also actively participate in a number of activities to help them address challenges associated to a greater level of independence.

Program Information:

Communication Skills for Life and Employment is one of the core courses in the Education and Skills for Employment Program.

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

Credit Type: ABE Credits

Credits: 0

Instructional Activity and Hours:

Activity	Hours
Classroom, Directed Studies or Online Instruction	40
Seminar/Tutorials	

Laboratory/Studio	
Practicum/Field Experience	
Co-op/Work Experience	
Other	80
Total	120

Course Requisites:

None

Flexible Assessment: No

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:

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

Daily Newspapers

A wide variety of print materials.

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

- develop self awareness and reflection skills;
- 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 learning aid for gathering information and word processing;
- define conflict and demonstrate resolution strategies;
- develop strategies focused on diversity, equity, and inclusion 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
- Listening/Speaking Strategies

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

Evaluation and Assessments

Assessment Type: On-Campus (face-to-face)

Assessment Type	% of Total Grade
Participation	10%
Group and In-pairs Work	10%
Active Learning Assignments	50%
In-class Activities	20%
Quizzes	10%
Total	100%

Grade Scheme

COM	NCG
Completed to the minimum defined standard	No credit granted – less than minimum defined standard

Evaluation Notes Comments:

A completion of 75% or higher is required.

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: TEP 001

Date changed: November 2016

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.