



COURSE OUTLINE

Course Name: Communications

Course Number: ACED 0711

Number of Credits: 1.0

Effective Date: January 2017

Course Description:

This course introduces students to communication skills applicable to work, school, and life. Students examine communication styles and learn different skills to communicate effectively to a variety of audiences and in many contexts.

ACED 0707, 0709, 0710, and 0711 are required for completion of ABE Provincial level Career Planning

School or Centre:

School of Arts and Sciences

Year of Study:

ABE Provincial Level (Grade 12)

Course History:

Revised Course

Name of Replacing Course (if applicable):

Course Pre-requisites (if applicable):

Completion of English 9

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No Yes (details below):

Instructional Strategies:

Students will be expected to work individually, in small groups and as a whole class to complete the course curriculum. Some reading assignments will be done out of class.

Course Learning Outcomes:

Students will meet the learning outcomes for ABE Provincial level Career Planning as stated in the most recent ABE Articulation Guide.

Program Learning Outcomes:

If this course is taken as part of the ABE Graduation or Intermediate Certificate program, see the relevant Program Content Guide for the program learning outcomes.

Evaluation/Grading System

Grading System	Specify if 'Other':	Specify Passing Grade:
Letter Grades		D

Components and Weighting of the Assessment/Evaluation Plan:

Type	Percentage	Evaluation Plan (provide a brief explanation for each component especially if value exceeds 35%):
Assignments	50	Presentation using a communication concept, reflective journaling
Participation	50	assessments, attendance, group activities
Total		100

Learning Environment/Type

Instruction Type	Hours Per Instruction Type	Comments
J - Classroom/Online (Mixed Mode)	12	
S - Self-paced	12	
I - Internet/eLearning (Fully Online)		
Total		24

Resource Material(s):

Resources are items in addition to tuition that the student is responsible for purchasing. Course resource information will be supplied by the department/instructor.

Course Topics:

Communication styles
Assertiveness
Active Listening
Emotional Intelligence
Conflict Resolution
Presentation Skills

VCC Education and Education Support Policies

There are a number of **Education** and **Education Support** policies that govern your educational experience at VCC, please familiarize yourself with them.

The policies are located on the VCC web site at:

<http://www.vcc.ca/about/governance--policies/policies/>

To find out how this course transfers, visit the BC Transfer Guide at www.bctransferguide.ca.

FOR COMMITTEE USE ONLY

Approved by Curriculum Committee:	October 25, 2016	Approved by Education Council:	
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