Course Name: Professional Communication

Department Head/Coordinator: Elle Ting

Effective Date: Sept 2015

School or Centre: School of Arts and Science

Department: University Transfer - Humanities

Course History: 1st Year Post-secondary

Name of Replacing Course (if applicable):

Course Number: SCIE 1110

Number of Credits: 3.0

Course Pre-requisites (if applicable):

None

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition) ☑ No ☐ Yes (details below):

Course Description:

This course introduces students to the principles of effective communication with special emphasis on the writing process, informative and persuasive writing, research papers, oral presentations, and resumes and cover letters. Students will complete online assignments which will include a first draft critique, grammar exercises, plus research and documentation exercises. In conjunction with SCIE 1100, the course also explores current social and ethical issues in engineering and computer science.
Note to instructors: An instructional strategy is an approach that an instructor uses to achieve the learning outcomes (e.g., lecture, case study, video, group work).

Instructional Strategies:
Lectures

Course Learning Outcomes:
Upon successful completion of this course, students will be able to:
- Apply research, analytical and writing skills to create informative and persuasive research papers.
- Utilize time management and study skills.
- Demonstrate professionalism, teamwork skills and academic integrity.
- Produce oral presentations.
- Produce poster presentations.
- Produce resumes and cover letters.
- Apply knowledge of writing processes, form and format, rhetorical principles and strategies, graphics, referencing conventions and research strategies.
- Apply critical thinking to social and ethical issues in engineering and computer science.

Program Learning Outcomes:
If this course is taken as a requirement or an elective in the following first year, University Transfer Certificate programs, the learning outcomes are found in the relevant Program Content Guides available at the Counseling and Advising Service areas.

University Transfer Engineering Certificate
University Transfer Computing Science and Software Systems Certificate
Components and Weighting of the Assessment/Evaluation Plan:  

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<thead>
<tr>
<th>Type</th>
<th>Percentage</th>
<th>Evaluation Plan</th>
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<tbody>
<tr>
<td>Assignments</td>
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<td>written reports, library research and group work</td>
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<td>Quizzes/Tests</td>
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<tr>
<td>Other</td>
<td>20</td>
<td>research paper</td>
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<tr>
<td>Other</td>
<td>15</td>
<td>on-line assignment</td>
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<tr>
<td>Other</td>
<td>25</td>
<td>persuasive research paper</td>
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<tr>
<td>Participation</td>
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Learning Environment/Type:  

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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 and Sequence Covered:

- Critical and creative thinking
- Rhetorical principles and strategies
- Writing processes
- Academic integrity
- Referencing conventions
- Form and format
- Research strategies
- Study skills and time management
- Teamwork and professionalism
- Oral presentations
- Poster presentations
- Graphics
- Resumes and cover letters

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.

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FOR COMMITTEE USE ONLY

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<th>Date Approved by Education Council:</th>
<th>Date Approved by VCC Board (if applicable):</th>
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