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ACED 0711: Communications

EFFECTIVE DATE

June 2019

DEPARTMENT

Access to Careers & Education

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

CREDITS

1.0

YEAR OF STUDY

ABE Provincial Level(Grade12)

PREREQUISITES

English 9 or equivalent

COREQUISITES

None

COURSE LEARNING OUTCOMES

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

- Communication Skills:
 - identify and practice active listening skills in a variety of situations
 - demonstrate a knowledge of the range of effective speaking strategies
 - extract, assess and exchange information using visual and electronic media
 - recognize diverse cultural styles of communication
 - identify and interpret non-verbal communication
 - apply critical thinking skills
- Interpersonal Skills
 - research and use the various methods of conflict resolution and demonstrate their use
 - clarify the definition of assertiveness and implement successful techniques

- analyze the reasons for bias and develop the ability to recognize it in everyday situations
- identify issues around all forms of prejudice and practice non-discrimatory interpersonal skills

PRIOR LEARNING ASSESSMENT & RECOGNITION (PLAR)

None

HOURS

Lecture: 12

Self-paced: 12

Other: 12

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.

GRADING SYSTEM

Letter Grade (A-F)

PASSING GRADE

D

EVALUATION PLAN

Type	Percentage	Assessment activity
Assignments	30	Presentation using a communication concept
Assignments	30	reflective journaling
Participation	30	Class discussion and in-class activities
Attendance	10	

COURSE TOPICS

- Communication styles
 - Assertiveness
 - Active Listening
 - Emotional Intelligence
 - Conflict Resolution
 - Presentation Skills

LEARNING RESOURCES

None

Notes:

- Course contents and descriptions, offerings and schedules are subject to change without notice.
- Students are required to follow all College policies including ones that govern their educational experience at VCC. Policies are available on the VCC website at:
<https://www.vcc.ca/about/governance--policies/policies/>.
- To find out how this course transfers, visit the BC Transfer Guide at <https://www.bctransferguide.ca>.

Broadway campus

1155 East Broadway
Vancouver, B.C. Canada
V5T 4V5

Downtown campus

250 West Pender Street
Vancouver, B.C. Canada
V6B 1S9

Annacis Island campus

1608 Cliveden Avenue
Delta, B.C. Canada
V3M 6P1

604.871.7000

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