

6/8/2023

DATE



REQUIRED COURSE



ELECTIVE COURSE

HUM DIVISION

☐ NEW COURSE☒ REVISION

Lake Land College

Course Information Form

COURSE NUMBER:	ENG-099	TITLE: (30 Characters Max)		Communications II			
SEM CR HRS:	2	Lecture:	2	Lab:	0	ECH:	2
Course Level:	<input type="checkbox"/> Gen Ed / IAI <input type="checkbox"/> Baccalaureate /Non-IAI		<input checked="" type="checkbox"/> Career/Technical <input type="checkbox"/> Dev Ed/ Not in Degree Audit	Clinical Practicum:	0	SOE/ Internship:	0
COURSE PCS #	12 23.1301		IAI Code	Contact Hours (Minutes Per Week)			
Repeatable (Y/N):	Pass/Fail (Y/N):	Variable Credit (Y/N):	Min:	Max:	16 Wks	100	8 wks
Prerequisites:	ENG098						
Catalog Description: (40 Word Limit)	Students will continue to enrich the listening, speaking, and writing skills introduced in Communications I. Emphasis is placed on research, report writing, and communication skills for the upwardly mobile career student. Course fee Level I						

List the Major Course Segments (Units)				Contact Lecture Hours	Contact Lab Hours	Clinical Practicum	Non-Clinical Internship/ SOE
1	Gathering, Summarizing, and Documenting Information			10			
2	Preparing Documents and Visuals			3			
3	Strategies for Writing Documented Reports			15			
4	Making Successful Presentations at Work			2			
TOTAL				30	0	0	0

EVALUATION

QUIZZES	<input checked="" type="checkbox"/>	EXAMS	<input checked="" type="checkbox"/>	ORAL PRES	<input checked="" type="checkbox"/>	PAPERS	<input checked="" type="checkbox"/>
LAB WORK	<input type="checkbox"/>	PROJECTS	<input checked="" type="checkbox"/>	COMP FINAL	<input type="checkbox"/>	OTHER	<input type="checkbox"/>

COURSE MATERIALS

TITLE:	Workplace Communications	
AUTHOR:	Searles	
PUBLISHER:	Longman	
VOLUME/EDITION/URL:	7th	
COPYRIGHT DATE:	2016	ISBN 10: 0134120698 / ISBN 13: 9780134120690

TITLE:	Harbrace College Handbook	
AUTHOR:	Hodges	
PUBLISHER:	Harcourt Brace	
VOLUME/EDITION/URL:	18th	
COPYRIGHT DATE:	2012	ISBN 10: 1111346704 / ISBN 13: 978-1111346706

MAJOR COURSE SEGMENT	HOURS	LEARNING OUTCOMES
		The student will be able to:

Gathering, Summarizing, and Documenting Information	10	<ol style="list-style-type: none"> 1. Become familiar with the library, learning to locate and browse a variety of sources. 2. Learn to conduct searches for sources, including computer, reference books, card catalog, indexes, and inter library loans. 3. Learn to use electronic and Internet sources, including how to use various search engines. 4. Learn to evaluate the validity, reliability, currentness, availability, and credibility of potential sources. 5. Learn to summarize, paraphrase, and quote sources. 6. Use APA citation style to document books, periodicals, nonprint sources, and electronic sources. 7. Document sources in-text and create Reference pages. 8. Learn to distinguish between common knowledge and plagiarism. 9. Learn and use various strategies for taking notes from sources, including note cards, creating research logs, computer files, and photocopying and highlighting texts. 10. Take complete, consistent, and accurate notes. 11. Understand the differences between summaries and abstracts. 12. Prove through quizzes, in-class writings, and written and oral activities the ability to follow APA documentation guidelines.
Preparing Documents and Visuals	3	<ol style="list-style-type: none"> 1. Understand characteristics of effective document design and how to organize information visually, including page layout, type design, and graphics. 2. Design effective visuals, including tables, graphs, charts, maps, clip art, and photographs. 3. Learn how to use the computer to create basic graphics. 4. Understand the different types of workplace proposals, including solicited and unsolicited, internal, sales, and research and report proposals. 5. Select and narrow an appropriate topic for the research report. 6. Write a (2-3 page) proposal for a research report that includes the purpose of the project, problems to be investigated, methods of research, potential sources, and schedule. 7. Implement knowledge of document design and effective visuals into written and oral reports.

Strategies for Writing Documented Reports	15	<ol style="list-style-type: none"> 1. Learn the guidelines for writing short reports. 2. Understand the different types of short reports, including periodic, sales, progress, travel, test, and incident reports. 3. Understand the differences between the short report and long report. 4. Plan a research report, learning to review their research – number and kinds of sources, variety of facts, needs of audience, and number of summaries, paraphrases, and quotes. 5. Write a 1-2 page progress report about the status of the long research report. 6. Write a draft of the long report that incorporates parenthetical notes to document sources and includes all the parts of a long report. 7. Revise the report reconsidering content, reworking style, eliminating technical errors, and ensuring that proper documentation and format guidelines have been followed. 8. Proofread both their own and other students' reports for correctness. 9. Demonstrate the ability to analyze reports and provide both oral and written responses to other students that ask questions, offer reactions, and provide suggestions for revision. 10. Write an 8-10 page documented report that includes a least 5 sources, uses APA documentation style, and follows the format of a long report.
Making Successful Presentations at Work	2	<ol style="list-style-type: none"> 1. Understand the types of oral presentations required in the work place. 2. Learn to analyze audiences in order to prepare a successful oral presentation. 3. Learn the parts of a speech, including the introduction, body, and conclusion and how to effectively prepare each part. 4. Understand how to use visuals in oral presentations. 5. Learn the key elements in delivering an effective speech. 6. Deliver a 5-7 minute presentation that highlights the information featured in the written long report.
Insert New Line Above this Line		
		30

COURSE OUTCOMES*	At the successful completion of this course, students will be able to:

* Course Outcomes will be used in the Assessment Software for Outcomes Assessment. Limit to 3 - 5.