



Justice Institute of British Columbia COURSE OUTLINE

Course Code:	FSS100
Course Title:	Communication Skills
Prerequisite Courses:	N/A
Sponsoring Division:	Fire & Safety Division
Previous Course Code & Title:	replaces F205 – Communication & Study Skills
Course Effective Date:	April 1, 2007

# of Credits:	3.0
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Course Description:

This course has two basic components. The first component focuses on learning applications and techniques for effective reading, studying, and assignment completion. This component also includes a fairly comprehensive review of English grammar, as preparation for the latter half of the course. The second component focuses on skills development and enhancement of written work for undergraduate academic courses and in a business or government environment.

Course Goal(s):

- Understand and employ effective reading comprehension and study skills
- Prepare written communication that is clear, concise, and effective

Course Learning Objectives:

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

- Demonstrate good reading, study, and assignment completion habits by applying appropriate strategies and techniques.
- Identify the purpose and objectives of communication; ensure communication is relevant and important
- Communicate concepts and ideas clearly, concisely, and effectively
- Prepare and organize material for writing; organize and structure content
- Describe and use the various modes of essay and business/government writing
- Write and edit effective essays, memos, letters, and reports

Course Topics/Content:

- Reading Comprehension and Study Skills
- Grammar and Punctuation
- Writing Process
- Writing Skills
- Modes of Essay Writing and Business/Government Writing



Text and Resource Materials: Use APA style; specify chapters where applicable. ([APA Style Guidelines](#))

Required:

- Norton, S., & Green, B. 6th Ed. (2008) *The Bare Essentials, Form B*. Nelson.
- Miller, G. 8th Ed. (2007) *The Prentice-Hall Reader*. Pearson Prentice-Hall.

Recommended:

Course Level:

X	First Year		Second Year		Third Year		Fourth Year
	Other (describe):						

Equivalent Course(s) within the JIBC:

Class Delivery Methods:

Some courses are delivered using a range of methods within one class (course section) or alternative methods in different classes. Please outline the most common delivery options used for this course. The total class hours should be the same for each option.

Delivery Methods	Class Option A (Hours)	Class Option B (Hours)	Class Option C (Hours)	Class Option D (Hours)
Classroom/Lecture/Discussion				
Simulation/Lab				
Practicum/Fieldwork				
Online	42			
Correspondence				
Total Class Hours	42			

Comments on Delivery Methods:

Related Program(s): (where applicable)

Credit Transfer exists at: (List Institutions with official transfer agreements and name equivalent courses)

Course Grading System:

Check the system that applies to this course:

X	Letter Grades		Percentage		Pass/Fail		Credit/No Credit
	Complete/Incomplete		Attendance Only		Not Applicable		



Passing Grade:	60%
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JIBC Standard Grading Scale for Letter, Grade Point and % Grades:

Letter Grade	Grade Points	% Range	Letter Grade	Grade Points	% Range
A+	4.33	90-100	C+	2.33	64-67
A	4.00	85-89	C	2.00	60-63
A-	3.67	80-84			
B+	3.33	76-79	C-	1.67	56-59
B	3.00	72-75	D	1.00	50-55
B-	2.67	68-71	F	0.00	0-49

Evaluation Activities and Weighing: (complete the %'s which apply – total must equal 100%)

Final Exam	%	Assignments	50	Individual Paper	20%	Group Project	20%
Midterm Exam	%	Portfolio	%	Participation	10	Other	%
Quizzes/Test	%	Simulations	%	Practicum	%	TOTAL	100%

Comments on Evaluation:

Other Course Guidelines, Procedures and Comments:

• **General:**

Students are required to read and agree to the Justice Institute of British Columbia's Academic Policies and Related Procedures. Please review these by visiting the JI website at www.jibc.bc.ca. Select *Registration* and click on *Academic Policies*.

• **Attendance:**

Students enrolled in classroom courses are, unless otherwise advised, required to attend all classes.

• **Examinations:**

If a student fails an examination one opportunity will be provided to re-write the examination. Within thirty (30) days of the original examination students must apply to the Program Coordinator for approval and to schedule a re-write date and time.

• **Assignments:**

Students are required to submit assignments/ course requirements according to due dates as outlined in the student manual for the course. Late assignments have mark penalties (see student manual). In extenuating circumstances an extension to the assignment due date may be granted upon application to the Program Coordinator.

• **Academic conduct and student code of conduct:**

The Justice Institute of British Columbia has policies relating to academic conduct and integrity, and student conduct. (Examples of misconduct include cheating, plagiarism, disruption of instructional activities, and harassment.) An appropriate code of conduct is necessary at all times to ensure that



the JI maintains an environment that is conducive to teaching and learning as well as safe for students and employees. For more information, please refer to the JI website. Select *Registration*, click on *Academic Policies* and refer to *Student Code of Conduct*.

- **Course marks:**

Student course marks (or grades) will be released only to the student registered for the course unless specific permission is given in writing for release to a third party.

View the Justice Institute of BC Policies listed below at:

<http://www.jibc.ca/aboutJIBC/policies.htm>

Access Policy

Harassment Policy

Prior Learning Assessment Policy

Student Code of Conduct

Conflict of Interest and Standards of Ethical Conduct

Academic Appeals Policy

Intellectual Property Rights Policy

Research on Human Subjects: Ethics

Student Records

Equity and Diversity