



## Justice Institute of British Columbia COURSE OUTLINE

<b>Course Code:</b>	<b>JPSCPP113</b>
<b>Course Title:</b>	Effective Presentations, Writing and Listening Skills
<b>Prerequisite Courses:</b>	Acceptance into Program
<b>Sponsoring Division:</b>	<b>Centre for Aboriginal Programs and Services</b>
<b>Previous Course Code &amp; Title:</b>	same
<b>Course Effective Date:</b>	

<b># of Credits:</b>	3
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**Course Description:** This course will focus on developing students' presentation, writing and listening skills. Students will plan, organize and deliver professional presentations throughout this course and the program. This course will also teach learners to write clearly and present their information in an organized fashion. Learners will discuss the importance of effective listening and will develop techniques to maximize communication skills within the context of justice and public safety.

### Course Goal(s):

The goal of this course is to have learners acquire the listening, writing and presentation skills essential to being an effective justice and public safety services provider.

### Course Learning Objectives:

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

- Describe the importance of effective communication
- Deliver a presentation that is organized and effective
- Develop and design appropriate training aids
- Prepare well written and concise reports used in emergency services fields
- Demonstrate keyboarding proficiency
- Apply problem solving and critical thinking strategies to written documents
- Explain the importance of listening skills in relationship to career demands
- Analyze and apply skills to practical situations
- Discern communication for main points and listen for evidence or facts

### Course Topics/Content:

1. Effective Presentations
  - Planning
  - Organizing
  - Delivery
  - Training aids



- 2. Written Communication
  - o Organization
  - o Problem solving
  - o Critical thinking
  - o Reports
  - o Keyboarding
- 3. Listening
  - o Resisting distractions
  - o Appearances and diversions
  - o Delivery
  - o Suspending judgment
  - o Sorting for evidence and facts

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

**Required:**

Hindle, T. (2002). *Making Presentations (Essential Managers)*. New York, NY: Dorling Kindersley Publishing.  
Hogue, A. & Oshima, A. (1999). *Writing Academic English (Third Edition) (The Longman Academic Writing Series)*. Reading, MA: Addison-Wesley Publishing Company.

**Recommended:**

**Course Level:**

✓	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	42			
Simulation/Lab				
Practicum/Fieldwork				
Online				
Correspondence				
<b>Total Class Hours</b>	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:

<input type="checkbox"/>	Letter Grades	<input checked="" type="checkbox"/>	Percentage	<input type="checkbox"/>	Pass/Fail	<input type="checkbox"/>	Credit/No Credit
<input type="checkbox"/>	Complete/Incomplete	<input type="checkbox"/>	Attendance Only	<input type="checkbox"/>	Not Applicable		

<b>Passing Grade:</b>	60
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JIBC Standard Grading Scale for Letter, Grade Point and % Grades:

Letter Grade	Grade Points	% Range
A+	4.33	90-100
A	4.00	85-89
A-	3.67	80-84
B+	3.33	76-79
B	3.00	72-75
B-	2.67	68-71

Letter Grade	Grade Points	% Range
C+	2.33	64-67
C	2.00	60-63
C-	1.67	56-59
D	1.00	50-55
F	0.00	0-49

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

Final Exam	30%	Assignments	20%	Project	15%	Capstone Project	%
Midterm Exam	10%	Portfolio	%	Participation	25%	Other	%
Quizzes/Test	%	Simulations	%	Practicum	%	TOTAL	100%

**Comments on Evaluation:**

**Other Course Guidelines, Procedures and Comments:**

View the Justice Institute of BC Policies listed below at:

[JIBC | About JIBC | Policies](#)

Access Policy  
Harassment Policy  
Prior Learning Assessment Policy  
Student Code of Conduct

Academic Appeals Policy  
Intellectual Property Rights Policy  
Research on Human Subjects: Ethics  
Student Records