



**DEPARTMENT OF ANIMAL HEALTH TECHNOLOGY**  
**COURSE OUTLINE – FALL 2012**  
**AH160 COMMUNICATIONS**

**INSTRUCTOR:** Katey  
Johnston, RAHT                      **PHONE:** 780-835-6779

**OFFICE:** AS 150a                      **E-** kjohnston@gprc.ab.ca  
**MAIL:**

**OFFICE**  
**HOURS:** See posted schedule

**PREREQUISITE(S)/COREQUISITE:** Student must be registered in Animal Health Technology

**REQUIRED TEXT/RESOURCE MATERIALS:** None

**CALENDAR DESCRIPTION:** The student will learn principles of various forms of communication. Skills in written forms of communication will be developed through projects to extract data, compile reports and prepare correspondence. Oral presentations and impromptu speeches will develop oral communication skills. Students will learn to participate and communicate in situations where group dynamics and interactions with coworkers or employers are involved.

**CREDIT/CONTACT HOURS:** 1.5 credits/ 24 hours

**DELIVERY MODE(S):** Lecture

**OBJECTIVES:** Upon successful completion of this course you will understand:

- a. Principles of Communications
- b. Group dynamics
- c. Oral communication
- d. Extracting Data from Written articles
- e. Technical writing skills
- f. Informal, semiformal and formal reports

**TRANSFERABILITY:**

\*\* Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability

**STUDENT EVALUATION:**

Please review GPRC's Examination and Grading policies.

A passing grade in this course is a minimum of 60%. All assignments must be submitted to the instructor by the date and time set. Regular attendance is essential to student success in this course as quizzes and in class assignments cannot be made up unless the instructor is notified PRIOR to the absence and is accompanied by a valid written excuse (Dr.'s note). The student will be given a 0% grade for the missed assignments, quiz or exam for any unexcused absence. LATE ASSIGNMENTS WILL NOT BE ACCEPTED and will result in a 0% grade for the missed/late assignment. For further clarification on the attendance policy, see the AHT Program guidelines in the orientation booklet and the GPRC Policies and Procedures.

	Mark Distribution
A. Assignments	40%
B. Quizzes	10%
C. Impromptu Speeches	5%
D. Oral Presentation	10%
E. Report/Handout	15%
F. Final Exam	20%

\* Please note: ½ marks will be deducted for spelling errors of medical terminology. Please treat all exams, quizzes and assignments as medical records and only correct answers using medical corrections. Failure to do this will result in mark deductions. Illegible writing will result in deducted marks. No electronic devices are to be used in exams or quizzes. Having an electronic device present during an exam or quiz will result in dismissal from class and an automatic fail on that test.

**STUDENT RESPONSIBILITIES:** Enrolment at the Grande Prairie Regional College assumes that the student will become a responsible citizen of the College. As such, each student will display a positive work ethic, take pride in and assist in the maintenance and preservation of Institute property, and assume responsibility for his/her education by researching academic requirements and policies; demonstrating courtesy and respect toward others; and respecting instructor expectations concerning attendance, assignments, deadlines and appointments.

## **Additional Information**

Disruptive behavior in the class will result in the student being excused from the class – this includes use of cell phones or any hand held equipment that has not been approved by the instructor. Any student wishing to see a marked quiz or midterm must make an appointment with the instructor to view or go over. Final exams are not available to be viewed by a student.

### **STATEMENT ON PLAGIARISM AND CHEATING:**

Please refer to pages 49-50 of the College calendar regarding plagiarism, cheating and the resultant penalties. These are serious issues and will be dealt with severely.

### **COURSE SCHEDULE:**

#### **1. Principles of Communications**

- a. Discuss the importance of communication
- b. Describe the communication process
- c. Identify types of communication
- d. List six elements of effective communication

#### **2. Group Dynamics**

- a. Define teamwork, synergy and group
- b. List the six components of group dynamics
- c. Evaluate a public meeting (town council, Chamber of Commerce, Student Council or AAAHT meetings)
- d. Describe and apply parliamentary rules, including Robert's Rules of Order, in a public meeting
- e. Identify and discuss appropriate and inappropriate lines of communication with team members

#### **3. Oral Communication**

- a. Prepare a 3-5 minute oral presentation
- b. Compose and complete impromptu speeches

#### **4. Extracting Data from Written Articles**

- a. Identify and discuss technical and business writing
- b. Identify relevant information
- c. Summarize relevant information
- d. Evaluate credibility of a source
- e. Evaluate information for technical accuracy
- f. Explain plagiarism and its significance

#### **5. Informal, semiformal and formal Reports**

- a. Write a semiformal report or handout following appropriate formats
- b. Apply technical, grammatical and spelling skills

#### **6. Business Correspondence**

- a. Identify the three formats for business correspondence
- b. Prepare an incidence report when given specific information
- c. Prepare a letter of reference for a co-worker
- d. Prepare an interdepartmental memo

**GRADING CRITERIA:**

GRANDE PRAIRIE REGIONAL COLLEGE			
GRADING CONVERSION CHART			
Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation
A <sup>+</sup>	4.0	90 – 100	EXCELLENT
A	4.0	85 – 89	
A <sup>-</sup>	3.7	80 – 84	FIRST CLASS STANDING
B <sup>+</sup>	3.3	77 – 79	
B	3.0	73 – 76	GOOD
B <sup>-</sup>	2.7	70 – 72	
C <sup>+</sup>	2.3	67 – 69	SATISFACTORY
C	2.0	63 – 66	
C <sup>-</sup>	1.7	60 – 62	MINIMAL PASS*
F	1.3	55 – 59	FAIL
	1.0	50 – 54	
	0.0	0 – 49	
WF	0.0	0	FAIL, withdrawal after the deadline

\*overall grade point average has to be 2.0 or higher to be successful in the AHT program.

Created by: Katey Johnston

Date: *August 30/12* Signature: *Katey Johnston*

Approved by: Karlee Worobetz

Date: *Aug 30/12* Signature: *Karlee Worobetz*