



7. Apply strategies that are designed to make verbal communication more effective.
8. Identify types of non-verbal communication and explain how they affect our interpersonal relationships.
9. Identify barriers to effective listening and use the skills of active listening to promote effective interpersonal communication.

**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**

Grande Prairie Regional College uses the **ALPHA** grading system. This system is described in the table below

**GRADING CRITERIA:**

A final grade of C- must be obtained to pass this course. Final grades are based on the following 4-point system:

Alpha Grade	4-point Equivalence	Percentage
<b>A+</b>	4.0	90-100
<b>A</b>	4.0	85-89
<b>A-</b>	3.7	80-84
<b>B+</b>	3.3	76-79
<b>B</b>	3.0	73-75
<b>B-</b>	2.7	70-72
<b>C+</b>	2.3	67-69
<b>C</b>	2.0	64-66
<b>C-</b>	1.7	60-63
<b>D+</b>	1.3	55-59
<b>D</b>	1.0	50-54
<b>F</b>	0.0	0-49

Please check Distance Student Handbook for withdrawal dates.

## EVALUATION:

Assignment:	Description	% of Course Grade
Unit 1 Assignment	Communication Basics	10%
Unit 2 Assignment	Perception Checking - Two Situations	10%
Unit 3 Assignment	Responsible Language - Parts A & B	10%
Unit 4 Assignment	Listening Assignment - Parts A & B	10%
Online Discussion Postings	Posting, reading, and responding to the postings of others in the four compulsory online discussion forums.  Please note: Online Discussion Postings are the typed entries in Moodle Forums. They are NOT the same as the online Voice Conferences.	20%
Participation	Taking an active role in online <b>voice conferences</b> and making frequent and thorough use of learning activities posted in the course.	20%
Unit Quizzes	Best of the two possible scores for each unit's quiz, averaged across the four units.	20%
Total		100%

**STUDENT RESPONSIBILITIES:** It is the right of the student and course instructor to experience a favorable learning/teaching experience. It is the responsibility of the student and of the instructor to engage in appropriate adult behavior that positively supports learning. This includes, but is not

limited to, treating others with dignity and respect. The student must be familiar with the Distance Education Student Handbook and the student rights and responsibilities outlined in the College calendar.

**STATEMENT ON PLAGIARISM AND CHEATING:**

Refer to the Student Conduct section of the College Admission Guide at <http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at [www.gprc.ab.ca/about/administration/policies/\\*\\*](http://www.gprc.ab.ca/about/administration/policies/**)

\*\*Note: all Academic and Administrative policies are available on the same page.

**COURSE SCHEDULE/TENTATIVE TIMELINE**

Unit One	Communication Basics	Two Weeks - September 17th to October 1st
	Introductory Voice Conference	Tuesday, September 18th anytime between 8:00 and 9:00 p.m. (you are encouraged to get onto Elluminate to say HI! and to see that your speaker/microphone work!)
	Unit One Assignment	Due by - Saturday, Sept 29th at 9:00 pm
	Unit One Quiz	Available Until - Monday, October 1st at 9:00 pm
Unit Two	Perception and Communication	2 1/2 Weeks - October 1st to 18th
	Voice Conference	Monday October 1st, or Tuesday, October 3rd at 8:00 pm (we will vote ahead of time!)
	Unit Two Assignment	Due by Friday, October 19th at 9:00 pm

	Unit Two Quiz	Available Until - Friday October 19th at 9:00 pm
Unit Three	Verbal & Non-Verbal Communication	Two Weeks - October 19th to November 3rd
	Voice Conference	Sunday October 21st or Monday October 23rd at 8:00 pm (we will vote ahead of time!)
	Unit Three Assignment	Due by Thursday, November 3rd at 9:00 pm
	Unit Three Quizzes	Available Until - Sunday, November 4th at 9:00 pm
Unit Four	Listening and Communication	Two Weeks - November 4th to 19th
	Unit Four Voice Conference	Monday November 5th or Wednesday November 7th at 8:00pm
	Unit Four Assignment	Due by: Sunday, November 18th at 9:00 pm
	Unit Four Quizzes	Available Until -Monday, November 19th at 9:00 pm

**“To be recognized for educational excellence in the fields of early learning & child care and educational assistant training.”**