



**Georgian College
Academic and Career Preparation Program**

ACE Communications, AACE 1000

Course Description

In this course, students develop effective communication skills for success in postsecondary education, training, and employment. Students strengthen their reading comprehension and develop writing, researching, presenting, and editing skills. Using college-standard computer software, students apply appropriate language to various forms of communication. Through revision strategies, students compose messages that are clear and consistent.

Learning Outcomes

Upon successful completion of this course the student will have reliably demonstrated the ability to:

1. Interpret texts and media for professional and academic purposes
2. Prepare academic and professional documents for specific audiences and purposes
3. Integrate a documentation system to credit the use of information and ideas generated through research
4. Revise drafts using editing and proofreading skills
5. Apply listening and speaking techniques to communicate effectively
6. Use technology to support learning
7. Evaluate media for suitability and effectiveness
8. Apply the structures and mechanics of standard Canadian English

Course Materials, Content, and Evaluation

The primary textbook for Communications, *The Canadian Writer's Workplace*, is digitized and provided at no cost to students. You will also find the course content, assignments, quizzes, etc. on Blackboard, the college's learning management system (LMS). Course modules are listed in the chart on the next page.

The passing grade for this course is 50%, and ALL modules must be completed to receive a final mark. Please note that students who are pursuing post-secondary programs are responsible to find out the prerequisite(s) needed for acceptance, including any required grades. Admission requirements can change from one year to another, so it is important to make sure you have the most up to date information.

Course Modules

MODULES	ESTIMATED HOURS	ASSESSMENT TYPE	WEIGHT
Subject-Verb Agreement	3	Test	2%
Parallel Structure	3	Test	2%
Pronouns	3	Test	2%
Modifiers (Misplaced and Dangling)	3	Test	2%
Punctuation	3	Test	2%
Reading Comprehension 1	7.5	Assignment	5%
Reading Comprehension 2	7.5	Assignment	5%
Essay Outline	4.5	Assignment	3%
Essay	10.5	Assignment	7%
Report	15	Assignment	10%
Paraphrasing and Summarizing	15	Test	10%
Media Self Reflection	3	Assignment (self-assessment)	2%
Media Analysis	4.5	Assignment	3%
Media Impact on Society	7.5	Assignment	5%
Research Paper Preparation	7.5	Assignment	5%
Research Paper Organization	7.5	Assignment	5%
Research Paper	22.5	Assignment	15%
Presentation Study	7.5	Presentation	5%
Presentation	15	Presentation	10%
TOTALS	150 hours	Presentation 15% Tests 20% Assignments 65%	100%