FLEMING

Course Outline

Course Title:	Communications I for Trades and Technology Professionals

Course Number:	COMM254	**Approval Date:**	2025/7/29
Course Hours:	45 hours	**Academic Year:**	2025
Academic School:	School of General Arts & Sciences		

Program Co-ordinator or Equivalent:	Thomas Jenkins - thomas.jenkins@flemingcollege.ca
Dean (or Chair):	Emily Root - Emily.Root@flemingcollege.ca

Course Description

Communications 1 for Trades & Technology is an introductory course that provides a foundation in college-level communications. In this course, students learn to read critically, write appropriately for a variety of audiences, conduct research, cite references, revise for clarity and correctness, and present those results in various formats. In seminars, labs, and modules students will engage in both independent and collaborative activities relevant to Trades & Technology fields, including the development and presentation of a research assignment to help them become more effective communicators in academic and professional contexts.

Prerequisites: None.

Corequisites: None.

Experiential Learning: Performance-Based Learning

Course Delivery Type

Hybrid Synchronous.

Some course hours are delivered online synchronously with specified meeting times and some hours will be delivered in person. Delivery locations and times are specified on the academic timetable.

Learning Outcomes

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

1. Develop strategies for reading and writing assignments that emphasize the rhetorical nature of communications.

2. Analyze the needs of authentic audiences to create effective communication.
3. Engage in peer review to participate in communications as a social act.
4. Analyze communications and practice communicating within a variety of writing forms and formats.
5. Develop strategies for engaging in writing as iterative and complex processes.
6. Use technology to support effective communication.
7. Apply basic principles of credibility using research and documentation.

No textbook is required.

All course material will be available through D2L. Internet access and a reliable device are required to successfully complete this course.

Weekly, students will complete two (2) hours of in-person instruction (Seminar and Lab) and one (1) hour of online lab (Module Reading). Completion of module material and attendance in class is manditory.

Additional online resources available through Learning Online modules: https://fleming.libguides.com/learningonline

Costs for learning resources can be found on the Campus Store website, using the links below, or by visiting the Campus Store location at your campus.

- Sutherland: https://www.bkstr.com/sfleming-sutherlandstore/home
- Frost: https://www.bkstr.com/sfleming-froststore/home

Assessment Summary

Assessment Task	Percentage
In-class activities	10%
Assignments	25%
Presentations	20%
Applied Learning	35%
Tests	10%

Student Success: Policies and Procedures

Mutually, faculty and learners will support and adhere to college Academic Regulations, and Student Rights and Responsibilities. The following policies and guidelines have been developed to support the learning process.

Please click on the link for information about:

- Academic Integrity (2-201A)
  (https://department.flemingcollege.ca/hr/attachment/7750/download)
- Accessibility for Persons with Disabilities (3-341)
  (https://department.flemingcollege.ca/hr/attachment/5619/download)

- [Grading and Academic Standing (2-201C)](https://department.flemingcollege.ca/hr/attachment/7752/download)
  (https://department.flemingcollege.ca/hr/attachment/7752/download)
- [Guidelines for Professional Practice: Students and Faculty](https://flemingcollege.ca/PDF/guidelines-for-professional-practice-students-faculty.pdf)
  (https://flemingcollege.ca/PDF/guidelines-for-professional-practice-students-faculty.pdf)
- [Student Rights and Responsibilities (5-506)](https://department.flemingcollege.ca/hr/attachment/269/download)
  (https://department.flemingcollege.ca/hr/attachment/269/download)

If you will need academic accommodations (for example if you have a learning disability, mental health condition such as anxiety or depression or if you had an IEP in high school), please contact the [Accessible Education Services (AES)](https://department.flemingcollege.ca/aes/) department (https://department.flemingcollege.ca/aes/) to meet with a counsellor.

Alternate accessible formats of learning resources and materials will be provided, on request.

Program Standards

The **Ministry of Colleges and Universities** oversees the development and the review of standards for programs of instruction. The **Ministry of Labour Training and Skills Development** oversees the development and the review of standards for programs of instruction for Apprenticeship training in the province of Ontario. Each college is required to ensure that its programs and program delivery are consistent with these standards, and must assist students to achieve these essential outcomes.

This course contributes to Program Standards as defined by the [Ministry of Colleges and Universities](#) (MCU). Program standards apply to all similar programs of instruction offered by colleges across the province. Each program standard for a postsecondary program includes the following elements:

- **Vocational standards** (the vocationally specific learning outcomes which apply to the program of instruction in question);
- **Essential employability skills** (the essential employability skills learning outcomes which apply to all programs of instruction); and
- **General education requirement** (the requirement for general education in postsecondary programs of instruction that contribute to the development of citizens who are conscious of the diversity, complexity and richness of the human experience; and, the society in which they live and work).

Collectively, these elements outline the essential skills and knowledge that a student must reliably demonstrate in order to graduate from the program. For further information on the standards for your program, follow the MCU link (www.tcu.gov.on.ca/pepg/audiences/colleges/progstan/).

Detail Plan

Term: 2025 Fall

Learning Plan

Wks/Hrs Units	Topics, Resources, Learning, Activities	Learning Outcomes	Assessment
	Course Introduction and Diagnostics	1,4,6	Writing Diagnostic
	Paragraph Writing for effective communication	1-7	Knowledge Checks [online] 2% ICA [in class] 1% Bootcamp Task 1 [in lab] 3%
	APA Basics for writing and college success	1-7	Knowledge Checks [online] 2% ICA [in class] 1% Bootcamp Task 2 [in lab] 3%
	Effective note taking, Paraphrasing, Summarizing for research, career, and writing success.	1-7	Knowledge Checks [online] 2% ICA [in class] 1% Bootcamp Task 3 [in lab] 3%
	Introduction to Research Assignment Paragraphs [RAPs] AI Responsible Use	1,2,4,5,6	Knowledge Check [online] 2% ICA [in class] 1%
	Research, Documentation, Credibility, and Gauging Communication based on Audience, and Purpose	1-7	Knowledge Checks [online] 2% ICA [in class] 1% APA Assessment 10%
	Research, Documentation, Credibility, and Gauging Communication based on Audience, and Purpose	1-7	Knowledge Checks [online] 2% ICA [in class]1% RAPs peer review [in lab] 4% RAP Draft 2 to Dropbox Sunday by Midnight 4%
	RAPs Workshop	1-7	Knowledge Checks [online] 2% RAPs Writing Workshop [in class]
	Introduction to successful presentations with a focus on audience and purpose	1,2,4,5,6,7	ICA [in class] 1% Bootcamp Task 4 [in lab] 3% RAPs final to drop box Sunday by midnight 12%
	Professionalism, Critical Thinking, and Persuasive Concepts	1,2,4,5,6,7	Knowledge Checks [online] 2% ICA [in class] 1% Bootcamp Task 5 [in lab] 3%
	Professionalism, Critical Thinking, and Persuasion Applied	1-7	Knowledge Checks [online] 2% ICA [in class] 1% PIP draft 1 for peer review [in lab] 4% PIP draft 2 to drop box Sunday by midnight 4%
	Presentation Workshops	1-7	Knowledge Check [online] 2% ICA [in class] 1% PIP Workshops [in class]
	Persuasive Interview Presentations (PIPs)	1,2,4,5,6,7	Presentations [in class] 12% Final Reflection to Dropbox Sunday by midnight 5%

Wks/Hrs Units	Topics, Resources, Learning, Activities	Learning Outcomes	Assessment
	Persuasive Interview Presentations (PIPs)	1,2,4,5,6,7	Presentations [in class] 12%

Assessment Requirements

Assessment Task	Date/Weeks	Course Learning Outcome	Percentage
Research Assignment Paragraphs (RAPs)	Draft 1: week 7 start of lab (4%) Draft 2: week 7 to Dropbox Sunday by 11:59pm (4%) Week 9: in class workshop Week 10: Final draft to drop box Sunday by 11:59pm (12%)	1-7	20%
Persuasive interview Presentation (PIP)	Draft 1: Week 12 start of lab (4%) Draft 2: Week 12 Sunday by 11:59pm to Dropbox (4%) Week 13: in class workshop Week 14: final draft due Sunday by midnight to Dropbox (12%)	1-7	20%
Final Reflection	14	1,2,4,5,6,7	5%
Bootcamp Tasks	2,3,4,10,11	1,2,4,5,6,7	15%
In Class Activities (ICA's)	2-7, 10-12, and 13	1, 2, 3, 4, 5, 6, 7	10%
Knowledge Checks (online)	2-13	1, 2, 4, 5, 6, 7	20%
APA Assessment	6		10%

Artificial Intelligence (AI) Statement

SOME USE. Generative AI tools (like ChatGPT) can only be used where directed in this course.

It is the responsibility of students to maintain a history of records and supporting documentation to demonstrate their efforts in all academic submissions, even if submission of these is not part of the final academic deliverable.

Turnitin Statement

Students agree that by taking this course all required papers may be subject to submission for textual similarity review to Turnitin.com in support of academic integrity. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers. Use of the Turnitin.com service is subject to the Usage Policy posted on the Turnitin.com site.

If students choose to opt out of using the software, they must inform their faculty member at the time of the assignment, of their refusal and meet with the faculty to discuss their options. For further information on the use of Turnitin, please refer to the [Operating Procedure 2-201F](https://department.flemingcollege.ca/hr/attachment/10233/download)
(https://department.flemingcollege.ca/hr/attachment/10233/download)

Prior Learning and Assessment and Recognition (PLAR)

PLAR uses tools to help learners reflect on, identify, articulate, and demonstrate past learning which has been acquired through study, work and other life experiences and which is not recognized through formal transfer of credit mechanisms. PLAR options include authentic assessment activities designed by faculty that may include challenge exams, portfolio presentations, interviews, and written assignments. Learners may also be encouraged and supported to design an individual documentation package that would meet the learning requirements of the course. Any student who wishes to have any prior learning acquired through life and work experience assessed, so as to translate it into a college credit, may initiate the process by applying through the Registrar's office. For more information please click on the following link: http://flemingcollege.ca/admissions/prior-learning-assessment-and-recognition

Course Specific Policies and Procedures

It is the responsibility of the student to retain this course outline for future reference. Course outlines may be required to support applications for advanced standing and credit transfer to other educational institutions, portfolio development, PLAR and accreditation with professional associations.

Synchronous sessions may be recorded. As a result, your image, voice, name, personal views and opinions, and course work may be collected under legal authority of section 2 of the Ontario Colleges of Applied Arts and Technology Act, 2002. This information will be used for the purpose of supporting student learning. Any questions about this collection can be directed to the Privacy and Policy Officer at freedomofinformation@flemingcollege.ca or by mail to 599 Brealey Drive, Peterborough, ON K9J 7B1.