

Editing/Updating Course Outlines in COMMS 3

Access: Course Owner or Course Contributor

NOTE: Course Outline, Course Description, and College Related Information can only be edited in BANNER by the Registrar's Office. To make changes to these sections, contact the Registrar's Office.

From the Course Outline page, locate the sections you want to edit. You can only edit sections where a pencil icon appears.

Essential Employability Skills

1. Select the pencil icon at the top right corner of the section.

Essential Employability Skills



This course contributes to your program by helping you achieve the following Essential Employability Skills:

- EES 1 COMMUNICATION: Communicate clearly, concisely and correctly in the written, spoken and visual form that fulfills the purpose and meets the needs of the audience. (T, P, E, C)
- EES 2 COMMUNICATION: Respond to written, spoken or visual messages in a manner that ensures effective communication. (T, P, E, C)

Assessment Levels —T: Teach P: Practice E: Evaluate C: Culminate

2. Select the boxes for the Assessment Levels -- T: Teach, P: Practice, E: Evaluate, C: Culminate that pertain to each skill.
3. Select Save to keep your selections and exit the section.

ID	Description	T	P	E	C
EES 1	COMMUNICATION: Communicate clearly, concisely and correctly in the written, spoken and visual form that fulfills the purpose and meets the needs of the audience.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
EES 2	COMMUNICATION: Respond to written, spoken or visual messages in a manner that ensures effective communication.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
EES 3	NUMERACY: Execute mathematical operations accurately.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EES 4	CRITICAL THINKING & PROBLEM SOLVING: Apply a systematic approach to solve problems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EES 5	CRITICAL THINKING & PROBLEM SOLVING: Use a variety of thinking skills to anticipate and solve problems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EES 6	INFORMATION MANAGEMENT: Analyze, evaluate and apply relevant information from a variety of sources.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EES 7	INFORMATION MANAGEMENT: Locate, select, organize and document information using appropriate technology and information systems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EES 8	INTERPERSONAL: Show respect for diverse opinions, values, belief systems and contributions of others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EES 9	INTERPERSONAL: Interact with others in groups or teams in ways that contribute to effective working relationships and the achievement of goals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EES 10	PERSONAL: Manage the use of time and other resources to complete projects.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EES 11	PERSONAL: Take responsibility for one's own actions, decisions and consequences.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Assessment Levels —T: Teach P: Practice E: Evaluate C: Culminate



Course Learning Requirements (Course Learning Outcomes)

1. Select the pencil icon at the top right corner of the section.

Course Learning Requirements



When you have earned credit for this course, you will have demonstrated the ability to:

1. Evaluate theories of communication within specific contexts
2. Apply effective tools of interpersonal communication within a group context
3. Use critical thinking in relation to issues that impact interpersonal communication.
4. Apply reflective thinking strategies in relation to concepts and terms that support group and team development.

2. Select Add Course Learning Requirement button.

Course Learning Requirements

When you have earned credit for this course, you will have demonstrated the ability to:

1. Evaluate theories of communication within specific contexts
✎ 🗑️ ↓
2. Apply effective tools of interpersonal communication within a group context
✎ 🗑️ ↑ ↓
3. Use critical thinking in relation to issues that impact interpersonal communication.
✎ 🗑️ ↑ ↓
4. Apply reflective thinking strategies in relation to concepts and terms that support group and team development.
✎ 🗑️ ↑

Add Course Learning Requirement

3. Enter information in the text box.

4. Select Add.

Course Learning Requirements

When you have earned credit for this course, you will have demonstrated the ability to:

1. Evaluate theories of communication within specific contexts
2. Apply effective tools of interpersonal communication within a group context
3. Use critical thinking in relation to issues that impact interpersonal communication.
4. Apply reflective thinking strategies in relation to concepts and terms that support group and team development.

Course Learning Requirement Description:

|

Cancel Add

5. To edit, delete, or reorder items, choose the icons (pencil, trash can, or up and down arrows) to make your changes.

6. Select Save.

Learning Activities, Learning Resources, or Course Related Information

1. Select the pencil icon at the top right corner of the section.

2. Enter your information in the text box.

3. Select Save.

Pre-defined Evaluation / Earning Credit

NOTE: Every course learning requirement/outcome needs to be evaluated at least once in the "pre-defined Evaluation" section, and so do all EES where the E (evaluate) or C (culminate) boxes are checked.

1. Select the pencil icon on the top right corner of the section to add or edit course learning achievements that validate course outcomes.

Pre-defined Evaluation / Earning Credit



The following list provides evidence of this course's learning achievements and the outcomes they validate:

Assignment(s) (30%)

Journaling Assignment, exploring class activities, lecture materials and online materials available in Blackboard. Can be completed in written or creative formats.

Validates Outcomes: CLR 1, CLR 2, CLR 3, CLR 4, EES 1, EES 2, EES 4, EES 5, EES 6, EES 7, EES 8, EES 9, EES 10

Assignment(s) (25%)

LETTER OF INTENT ASSIGNMENT This assignment asks you to discuss and state what you intend to offer and accept from group members while working on a group project.

Validates Outcomes: CLR 1, CLR 2, CLR 3, CLR 4, EES 1, EES 2, EES 4, EES 5, EES 6, EES 7, EES 8, EES 9, EES 10, EES 11

2. Select Save at the bottom right of the browser window to apply any changes.

Prior Learning Assessment and Recognition

1. Select the pencil icon at the top right corner of the section.

Prior Learning Assessment and Recognition



Students who wish to apply for Prior Learning Assessment and Recognition (PLAR) need to demonstrate competency at a post-secondary level in all outlined course learning requirements. Evidence of learning achievement for PLAR candidates includes:

- This course is PLAR eligible, please see Program Coordinator/Chair for more information.

2. Select an option for PLAR eligibility.
3. Select Save at the bottom right of the browser window to apply the change.

Grade Scheme

NOTE: A passing grade is 50% unless you have approval from the RO for something else.

1. Select the pencil icon at the top right corner of the section.

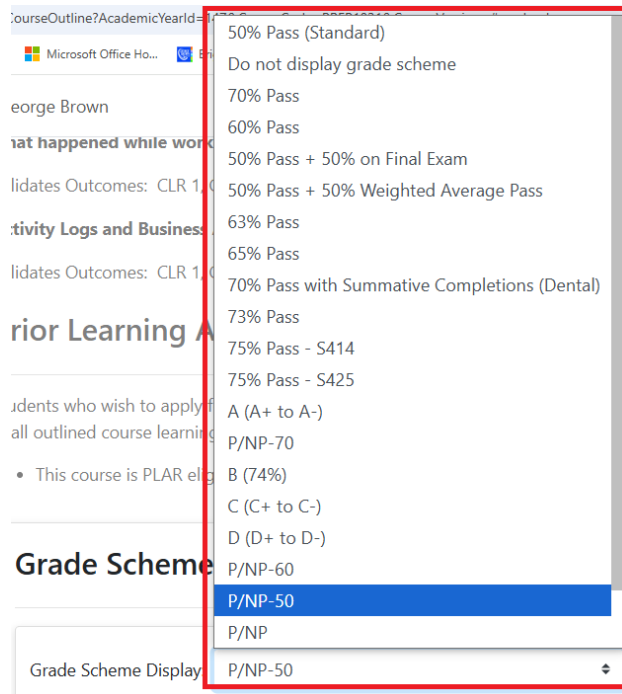
Grade Scheme



The passing mark is a "D": 50%

This is a Pass/Not Pass Course. Students who do not successfully meet the requirements of the grading system in this course will be assigned a grade of Not Pass (NP).

2. Choose from the Grade Scheme Display dropdown menu.

A screenshot of a web application interface showing a dropdown menu for 'Grade Scheme Display'. The menu is open, displaying a list of options. The option 'P/NP-50' is highlighted in blue. The background shows a blurred view of a course page with text like 'Microsoft Office Ho...', 'George Brown', and 'Prior Learning A...'.

50% Pass (Standard)
Do not display grade scheme
70% Pass
60% Pass
50% Pass + 50% on Final Exam
50% Pass + 50% Weighted Average Pass
63% Pass
65% Pass
70% Pass with Summative Completions (Dental)
73% Pass
75% Pass - S414
75% Pass - S425
A (A+ to A-)
P/NP-70
B (74%)
C (C+ to C-)
D (D+ to D-)
P/NP-60
P/NP-50
P/NP
P/NP-50

3. Select Save at the bottom right of the browser window to apply the change.