

CO109

Technical Communications and Computers

3 Credits

Instructor: Melanie Mutter
Phone: 780 871 5490
Original Developer: Lisa Bush
Current Developer: Melanie Mutter
Reviewer: Robert Collins
Created: 22/04/2008
Revised: 09/05/2017
Approval: 09/05/2017

The Implementation Date for this Outline is 10/08/2017

Copyright©LAKELAND COLLEGE. Email: admissions@lakelandcollege.ca
2602 - 59 Avenue, Lloydminster, Alberta, Canada T9V 3N7. Ph: 780 871 5700
5707 College Drive, Vermilion, Alberta, Canada T9X 1K5. Ph: 780 853 8400
Toll-free in Canada: 1 800 661 6490



CO109 Version: 5



Technical Communications and Computers

Calendar Description

This course provides the student with the tools to communicate with co-workers, superiors and customers in the oil and gas industry. It includes an introduction to computer technology and Microsoft Office Suite software. Students are introduced to the basic features of Windows, Outlook, Word, Excel and PowerPoint. Writing clear, concise reports and business correspondence with correct grammar, punctuation, spelling and sentence structure are emphasized. Oral presentation skills are also developed with particular attention paid to resume development and successful interview skills.

Rationale

This is a required course for the Heavy Oil Power Engineering program. This course provides the students with the communication tools they need to communicate effectively in the heavy oil and gas industry.

Prerequisites

English Proficiency (ESL I minimum)

Co-Requisites

None

Course Learning Outcomes

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

1. write short technical reports following formats used by industry.
2. write business correspondence using correct format and tone.
3. use correct spelling, punctuation, grammar, and sentence structure in all writing.
4. prepare an oral report in a team of two or three on a technical subject to be accompanied by a formal written report.
5. compose a resume and cover letter which highlights the skills and accomplishments of the student.
6. function in an employment interview.
7. use MS Word to create and edit documents.

8. use MS PowerPoint to develop presentations.
9. use MS Excel to create spreadsheets and graphs.
10. use Outlook to send and receive email, manage contacts and calendar appointments.
11. use time management skills developed by working in a self-paced environment.

Resource Materials

Required Text(s):

Pan Global Training Systems Ltd. Current version of *4th class Power Engineering*.

Calgary, AB.

Instructor Developed Materials.

Conduct of Course

This course is taught using a combination of lecture and tutorial based, hands-on learning. Students are expected to hand in their assignments on time via D2L. Course materials are accessible through D2L.

Evaluation Procedures

Tutorial assignments and quizzes	20%
Large end of unit assignments, writing assignments and presentations	80%

Grade Equivalents and Course Pass Requirements

A minimum grade of C+ is required to pass this course.

Letter	F	C+	B-	B	B+	A-	A	A+
Percent Range	0-64	65-69	70-74	75-79	80-84	85-89	90-94	95-100
Points	0.00	2.30	2.70	3.00	3.30	3.70	4.00	4.00

Attendance

Learners must attend classes on time as scheduled. Attendance is recorded at each session. Students must maintain a 90% hourly attendance record in this course.

Course Units/Topics

Unit 1- Windows

- Label items on the desktop
- Label the parts of a window
- Use menus, buttons, bars and boxes

- Move files and folders
- Save files and folders
- Use the recycle bin
- Recover items from the recycle bin
- Customize the desktop background and screen saver
- Adjust the screen size
- Customize the start menu
- Add a printer

Unit 2- Outlook

- Understand the use, advantages of email
- Create an email account
- Create, send, reply, reply to all and delete email
- Recover and permanently delete deleted items
- Create a contact list
- Add appointments into calendar
- Print off a calendar
- Use email appropriately using correct netiquette

Unit 3 - Word

- Create new documents
- Open existing documents
- Save documents
- Format font
- Format page layout: tabs, margins, indentation, alignments
- Use numbering and bullets
- Move, copy, edit blocks of text
- Check text for spelling and grammar
- Sort lists
- Add tables
- Add clipart, pictures and graphics to documents

Unit 4- Resume Writing

- Types of resumes
- Develop an appropriate resume for the student's specific skill set and job preferences
- Cover letters
- Compose a cover letter

Unit 5- Excel

- Create, open and save new spreadsheets
- Fill columns and rows
- Format font
- Add, delete, and move columns and rows
- Add borders and shading
- Convert data into tables and graphs
- Enter formulas

- Absolute values
- Multiple sheets

Unit 6- 4th Class Power Engineering Text Chapters 22, 23, 24

- Sentence structure
- Punctuation
- Paragraph writing
- Memos
- Footnotes

Unit 7- PowerPoint

- Create, open and save presentations
- Add, move and delete slides
- Use slide layout and design
- Add sounds and animation to presentation
- Add pictures, clipart and word art
- Add slide transitioning

Unit 8- Job Search

- Interview techniques
- Internet job applications
- Resume polish

Unit 9- Public Speaking and Oral Communication

- Presentation skills
- Radio communication skills

Unit 10- Mock Interviews

- Every student participates in a mock panel interview. The student is provided with immediate feedback from the panel as to the strengths and weaknesses in their interview technique.



Copyright©LAKELAND COLLEGE.
2602 - 59 Avenue, Lloydminster, Alberta, Canada T9V 3N7. Ph: 780 871 5700
5707 College Drive, Vermilion, Alberta, Canada T9X 1K5. Ph: 780 853 8400
Toll-free in Canada: 1 800 661 6490 E-mail: admissions@lakelandcollege.ca