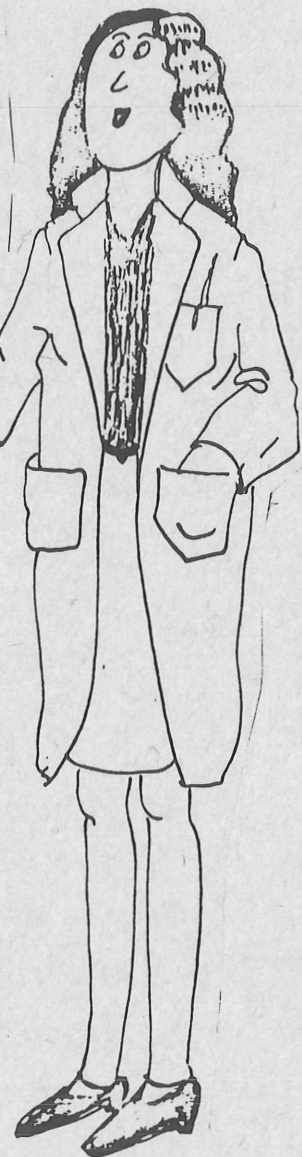
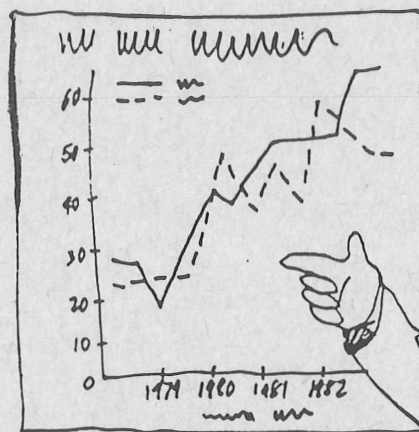


BCIT COMMUNICATION DEPARTMENT

COURSE OUTLINE

COMM 3172



Prepared by

Richard Lund
Jean Scribner

for

Medical Radiography Technology

January, 1995

BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

COURSE NAME	Communication for Health Technologists		
COURSE NUMBER	COMM 3172	DATE	January 1995
PREPARED BY	Richard Lund & Jean Scribner	TERM	3
PROGRAM	Communication	WEEKS	7
SCHOOL	Academic Studies & Computing	HOURS	28
PREREQUISITE	English 12	CREDITS	3

INSTRUCTOR	Jean Scribner	OFFICE	SW2 260
OFFICE HOURS	Mon 8:00-8:30 Tues 10:30-12:30 (or by appt) Thurs 8:00- 8:30 & 11:30-13:30	PHONE	451-6977

COURSE OUTCOMES

When you have successfully completed this course, you should be able to

1. define purpose and audience for a given communication task
2. select and organize information to meet the needs of the defined audience
3. use a style and tone appropriate for the purpose and audience
4. make your writing accessible by using headings, lists, and page design
5. write clear, correct, concise sentences and paragraphs in appropriate business style
6. create appropriate tone in business memos and reports
7. write technical instructions
8. write a short report recommending a quality control improvement
9. conduct journal research about a new technique in radiography and deliver an effective oral presentation
10. prepare and wordprocess a professional resume and letter of application

EVALUATION

Assignments 100

REQUIRED EQUIPMENT

- 3-ring binder
- two acetate overhead transparency sheets and 1 overhead transparency marker
- 1 DS/DD 5 1/4" or 3 1/2" disk

REFERENCE TEXT

A Canadian pocket dictionary

COURSE SUMMARY

Medical Radiography Technologists and students spend time each day preparing and making oral and written presentations to patients, colleagues, supervisors, and instructors. As students and professionals, these technologists prepare a professional job package, write reports and give presentations. This course teaches you the skills you need for these tasks.

ASSIGNMENT POLICY

1. You must complete all assignments to be eligible to pass the course.
2. Sloppy assignments with a number of spelling and mechanical errors will not be accepted. Assignments may be hand written in ink. Use correction fluid for erasures. Your resume and application letter must be wordprocessed.
3. Late assignments will not be accepted unless you have discussed the reasons with your instructor before the due date.
4. You may be asked to rewrite or do extra assignments.

NOTE: If you miss more than 10% of the classes, you may be ineligible to complete this course.

COURSE SCHEDULE

<u>WEEK</u>	<u>TOPIC</u>	<u>ASSIGNMENT</u>	<u>VALUE</u>
<u>TECHNICAL WRITING</u>			
1	Introduction to Technical Writing		
	Organizing and Presenting Technical Information Using Lists & Headings	Exercises	Credit
2	Style & Tone for Memos, Reports & Instructions	Instructions Due Feb. 6	15
3	Short Reports	Report Due: Feb 13	15
<u>CAREER PORTFOLIO</u>			
3	Professional Resumes	Resume	15
4	Application Letters	Application Letter & Resume Due: Mar. 9	15
<u>PRESENTATIONS</u>			
4	Making Professional Presentations		
5	Practice Orals	Video Critique	10
	Researching New Techniques in Radiography	Oral Topic—Library Exercise	10
6	Preparing Professional Visuals		
	Report Delivery	Oral Report incl Visuals	20
7	Presenting Yourself in Job Interviews	SUCCESS IN YOUR CAREER!!	