



CHRISTIAN HERITAGE COLLEGE

SO100

ACADEMIC AND PROFESSIONAL COMMUNICATION

This sample unit outline is provided by CHC for prospective and current students to assist with unit selection.

Elements of this outline which may change with subsequent offerings of the unit include Content, Required Texts, Recommended Readings and details of the Assessment Tasks.

Students who are currently enrolled in this unit should obtain the outline for the relevant semester from the unit lecturer.

Unit code	SO100														
Unit name	Academic and Professional Communication														
Associated higher education awards	Diploma of Social Science Bachelor of Applied Social Science Bachelor of Counselling														
Duration	One semester														
Level	Introductory														
Core/elective	Core														
Weighting	Unit credit points: 10 Course credit points: <table style="display: inline-table; vertical-align: middle;"> <tr> <td>Diploma of Social Science</td> <td style="text-align: right;">80</td> </tr> <tr> <td>Bachelor of Applied Social Science</td> <td style="text-align: right;">240</td> </tr> <tr> <td>Bachelor of Counselling</td> <td style="text-align: right;">240</td> </tr> </table>	Diploma of Social Science	80	Bachelor of Applied Social Science	240	Bachelor of Counselling	240								
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Bachelor of Applied Social Science	240														
Bachelor of Counselling	240														
Delivery mode	Face-to-face on site External														
Student workload	<p><i>Face-to-face on site</i></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td>Contact hours</td> <td style="text-align: right;">35 hours</td> </tr> <tr> <td>Reading, study, and preparation</td> <td style="text-align: right;">55 hours</td> </tr> <tr> <td>Assignment preparation</td> <td style="text-align: right;">60 hours</td> </tr> <tr> <td>TOTAL</td> <td style="text-align: right;">150 hours</td> </tr> </table> <p><i>External</i></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td>Engagement with study materials</td> <td style="text-align: right;">90 hours</td> </tr> <tr> <td>Assignment preparation</td> <td style="text-align: right;">60 hours</td> </tr> <tr> <td>TOTAL</td> <td style="text-align: right;">150 hours</td> </tr> </table> <p>Students requiring additional English language support are expected to undertake an additional one hour per week.</p>	Contact hours	35 hours	Reading, study, and preparation	55 hours	Assignment preparation	60 hours	TOTAL	150 hours	Engagement with study materials	90 hours	Assignment preparation	60 hours	TOTAL	150 hours
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Prerequisites/ co-requisites/ restrictions	Nil														
Rationale	<p>Effective communication is an important factor for success in today's world, in both the academic and professional contexts. Students need to gain a sound understanding of the skills, strategies and conventions of academic study in order to satisfy the requirements for tertiary study.</p> <p>This unit will provide students with the skills and processes associated with effective written and other forms of communication. In addition, students will explore study methods, writing and research skills, as well as the important area of critical thinking in order to enhance and further develop the experience of learning and its application in the diverse fields in which study and work occur.</p>														
Prescribed text(s)	American Psychological Association. (2009). <i>Publication manual of the American Psychological Association</i> (6th ed.). Washington, DC: Author. Cottrell, S. (2013). <i>The study skills handbook</i> (4th ed.). London, England: Palgrave Macmillan.														

<p>Recommended readings</p>	<p>Books</p> <p>Eunson, B. (2012). <i>Communicating in the 21st century</i> (3rd ed.). Brisbane, Australia: John Wiley.</p> <p>Graff, G. & Birkenstein, C. (2014). <i>They say, I say: The moves that matter in academic writing</i> (3rd ed.). New York, NY: Norton.</p> <p>Langan, J. (2013). <i>College writing skills with readings</i> (9th ed.). New York, NY: McGraw-Hill.</p> <p>Lowe, D. (2013). <i>Powerpoint 2013 for dummies</i>. Hoboken, NJ: John Wiley.</p> <p>Moore, B., & Parker, R. (2014). <i>Critical thinking</i> (11th ed.). New York, NY: McGraw-Hill.</p> <p>Oshima, A., & Hogue, A. (2013). <i>Writing academic English</i> (5th ed.). New York, NY: Pearson Longman.</p> <p>Reinhart, S. (2013). <i>Giving academic presentations</i>. Ann Arbor, MI: University of Michigan Press.</p> <p>Soliday, M. (2011). <i>Everyday genres: Writing assignments across the disciplines</i>. New York, NY: Conference on College Composition.</p> <p>In addition to the resources above, students should have access to a Bible, preferably a modern translation such as The Holy Bible: The New International Version 2011 (NIV 2011) or The Holy Bible: New King James Version (NKJV).</p> <p>These and other translations may be accessed free on-line at http://www.biblegateway.com. The Bible app from LifeChurch.tv is also available free for smart phones and tablet devices.</p>
<p>Specialist resource requirements</p>	<p>Nil</p>
<p>Content</p>	<ol style="list-style-type: none"> 1. Studying in a tertiary environment; time management; habits of the mind 2. Understanding social sciences assessments and genres 3. Critical thinking and research skills: Note-taking; using the library; journals; internet 4. The essay – structure and key elements 5. Clear and effective writing; revising, rewriting, and editing 6. Paraphrasing; using quotes; in-text referencing; plagiarism 7. Developing argument from an outline 8. Including the integration of Christian worldview in academic communication 9. Reference lists 10. Reports 11. Reflective and other forms of written assessment 12. Technology and electronic assessments 13. Presentations; oral assessments; group assignments
<p>Learning outcomes</p>	<p>On completion of this unit, students will have demonstrated that they have:</p> <ol style="list-style-type: none"> 1. developed recognition of the importance of communication skills for academic life; 2. developed awareness of, and the ability to use various methods and sources for gathering, organising, and presenting information within the social sciences academic environment; 3. foundational understanding of research, critical thinking, and writing skills to produce effective arguments on issues of academic and professional significance; 4. developed an understanding of how to integrate Christian worldview into social sciences academic communication; and 5. communicated at an appropriate tertiary standard with special attention to correct grammars, punctuation, spelling, vocabulary usage, sentence structure, logical relations, style, referencing, and presentation.

<p>Assessment tasks</p>	<p>Task 1: Quizzes</p> <p>Students will complete eight quizzes based on weekly content.</p> <p>Word Length/Duration: N/A</p> <p>Weighting: 50%</p> <p>Learning Outcomes: 1-5</p> <p>Assessed: Weeks 2-11</p> <p>Task 2: Essay</p> <p>Using recent journal articles and other relevant, credible academic literature, research a topic related to your specialisation. This assessment requires two submissions:</p> <p><i>Part A</i></p> <p>Prepare an essay outline for your essay.</p> <p><i>Part B</i></p> <p>From your outline, write a research essay on a topic related to your specialisation.</p> <p>Word Length/Duration: Part A - N/A; Part B - 1,500 words</p> <p>Weighting: 50% (Part A - 15%; Part B - 35%)</p> <p>Learning Outcomes: 1-5</p> <p>Assessed: Part A - Week 12; Part B - Week 15</p>
<p>Unit summary</p>	<p>This unit is designed to equip students for future study both here and at other institutions with the theoretical knowledge and practical skills required to effectively communicate at an academic and professional level. It is also designed to help students to understand study methods and develop critical and evaluative thinking skills.</p>

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