

## Associate Degree in Occupational Health and Safety (COMM 1303) Introduction to Communications for OHS

### Course Description

In this course, students will learn about essential elements and processes of professional communication for Occupational Health and Safety Practitioners. This includes the effective use of written, verbal, and electronic communication skills essential for today's workplace and in an academic setting.

Students will be expected to research, create, and format documents that are well-written and free of errors and well-written, and develop and deliver presentations for a safety briefing.

This course is designed to help students better understand why communication skills are important for your career and how these skills can impact your employer.

### Learning Objectives

By the end of this course, students will be able to:

- Explain the importance of communication skills for OHS practitioners
- Discuss the importance of knowing your purpose and target audience before communicating
- Identify and assess the communication channels available to OHS practitioners
- Employ research skills to identify, evaluate, and document relevant source materials
- Apply a four-stage writing process to develop workplace documents such as emails, letters, and reports
- Prepare clear and concise communications for specific audiences
- Revise, edit, and evaluate written documents for appropriate professional workplace communication
- Develop and deliver workplace presentations tailored to specific audiences and purposes

**Grade Scheme: Letter Grade**

**Minimum Pass: 60%**

#### Deliverables:

- Discussion Postings
- Written/Research Assignments
- Presentation
- Quizzes
- Final Exams

\*Please note that this document is for marketing purposes and that the details of the course including grading and objectives may change or vary.

Grade	Grade Point Average (GPA)	Percentage	Explanation
A+	4.3	90-100%	Outstanding
A	4.0	85-89%	Excellent
A-	3.7	80-84%	Very Good
B+	3.3	77-79%	Good
B	3.0	73-76%	Good
B-	2.7	70-72%	Good
C+	2.3	65-69%	Satisfactory
C	2.0	60-64%	Satisfactory
C-	1.7	55-59%	Academic Probation-Level Grade
D	1.3	50-54%	Academic Probation-Level Grade
F	0.0	0-49%	Failure
TC	0.0	N/A	Transfer Credit(s)