

**GRANDE PRAIRIE REGIONAL COLLEGE  
DEPARTMENT OF EARLY CHILDHOOD DEVELOPMENT  
CD1120  
BASIC SKILLS**

**HOURS:** 30

**SEMESTER:** \_\_\_\_\_

**INSTRUCTOR:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**TEXT:** Bare Essentials Form B - Random House Dictionary

**COURSE DESCRIPTION:**

CD1120 (Basic Skills) introduces the Early Childhood Development students to fundamental writing and communication skills such as oral and written reports and essays.

**COURSE OUTLINE REVISED:** \_\_\_\_\_

**CD1120**  
**BASIC SKILLS**  
**COMPETENCIES**

**COMPETENCY 1**

Students will be able to locate learning materials in a Learning Resource Centre.

**COMPETENCY 2**

Students will be able to present an oral report.

**COMPETENCY 3**

Students will be able to write a precis of an article.

**COMPETENCY 4**

Students will be able to write an essay.

**CD1120**  
**BASIC SKILLS**

**COMPETENCY 1**

Students will be able to locate learning materials in a Learning Resource Centre.

**Sub-topics**

1. Resources available in a learning resource centre.
2. Accessing resources in a learning resource centre, (i.e. using education index, computer/card catalogue, microfiche).

**CD1120**

**BASIC SKILLS**

**COMPETENCY 2**

Students will be able to present an oral report.

**Sub-topics**

1. Steps in preparing and delivering an oral presentation.
2. Criteria for evaluation of an oral presentation.

**CD1120**

**BASIC SKILLS**

**COMPETENCY 3**

Students will be able to write a precis of an article.

**Sub-topics**

1. Procedures for writing a precis.
2. Review of grammar, punctuation, spelling, and sentence structure.

**CD1120**  
**BASIC SKILLS**

**COMPETENCY 4**

Students will be able to write an essay.

**Sub-topics**

1. Steps in organizing an essay.
2. Essential elements in organizing an essay, i.e. thesis/topic statement, introduction, body, conclusion, foot notes/endnotes, bibliography.
3. Recognizing plagiarism and its implications.
4. Reviewing grammar, punctuation, spelling, and sentence structure.