



Prepared: Brian Calcafuoco Approved: Martha Irwin, Chair, Community Services & Interdisciplinary Studies

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| Course Code: Title | CMM115: COMMUNICATIONS I |
| Program Number: Name | : |
| Department: | COMMUNICATIONS |
| Semester/Term: | 17F |
| Course Description: | The focus of this course is paragraph writing. Students will produce effective, college-level expository/response paragraphs by developing analytical skills to select and properly integrate electronic and other research materials. Writing components such as grammar, sentence structure, paragraph development, editing, and referencing are included. |
| Total Credits: | 3 |
| Hours/Week: | 3 |
| Total Hours: | 45 |
| Substitutes: | CMM110, CMM120, CMM126, CMM135, OEL335, PFP104 |
| This course is a pre-requisite for: | AFT120, AVF122, AVT123, CMM210, CMM215, CMM225, CMM400, ELR104, ENG315, HOA107, OEL711, OPA209, OPA210, OPA212, OPA213, PFP204, PNG247, PNG248, PNG253 |
| Essential Employability Skills (EES): | <p>#1. Communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience.</p> <p>#2. Respond to written, spoken, or visual messages in a manner that ensures effective communication.</p> <p>#4. Apply a systematic approach to solve problems.</p> <p>#5. Use a variety of thinking skills to anticipate and solve problems.</p> <p>#6. Locate, select, organize, and document information using appropriate technology and information systems.</p> <p>#7. Analyze, evaluate, and apply relevant information from a variety of sources.</p> <p>#8. Show respect for the diverse opinions, values, belief systems, and contributions of others.</p> <p>#9. Interact with others in groups or teams that contribute to effective working relationships and the achievement of goals.</p> <p>#10. Manage the use of time and other resources to complete projects.</p> <p>#11. Take responsibility for ones own actions, decisions, and consequences.</p> |
| Course Evaluation: | Passing Grade: 50%, D |



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Evaluation Process and Grading System:

| Evaluation Type | Evaluation Weight |
|---|-------------------|
| Documentation | 10% |
| Expository/Response paragraph writing, without research | 10% |
| Final Exam | 25% |
| Grammar and editing skills | 10% |
| Grammar/Writing Activities Folder | 10% |
| Research | 5% |
| Research paragraph(s) (academic honesty as 1 topic) | 30% |

Books and Required Resources:

Cites & Sources: An APA Documentation Guide by Haig, J. & MacMillan, V.
Publisher: Nelson Education Edition: 5th ed.
ISBN: 9-780176-622220

Course Outcomes and Learning Objectives:

Course Outcome 1.

Plan, develop, and produce clear, concise, and accurate post-secondary expository/response paragraphs, critique and edit written work.

Learning Objectives 1.

- Identify audience and purpose
- Write unified, coherent, organized responses in paragraph or multi-paragraph formats
- Formulate introductory statements
- Support introductory statement with a plan of development
- Provide adequate and specific support
- Link ideas using transitional techniques
- Employ post-secondary language suitable to the purpose and audience
- Generate, evaluate, edit, and revise, using computer applications and other resources, to create effective paragraphs
 - Format documents according to program-preferred style guides, e.g., APA or the Language and Communication Guidelines



COURSE OUTLINE

CMM115

3

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Course Outcome 2.

Develop grammar fundamentals to ensure appropriate usage.

Learning Objectives 2.

- Write clear, concise, grammatically-correct sentences that show variety in style
- Use available resources as required

Course Outcome 3.

Research and read various sources critically.

Learning Objectives 3.

- Identify and look up new vocabulary
- Identify the nature of the information required (distinguish primary and secondary research)
- Use the library resources effectively
- Locate and gather information from the most appropriate sources: print, databases, program-related journals and general interest articles, and the Internet
 - Check for accuracy, currency and credibility of sources
 - Determine author's intent, emphasis, and ideas
 - Determine main points and supporting points
 - Examine and evaluate the information, and draw conclusions about how it can be used

Course Outcome 4.

Integrate research effectively and responsibly.

Learning Objectives 4.

- Base ideas on, and support ideas with, source material
- Select source material that is relevant, important, and useful for inclusion
- Integrate research using quotation, paraphrase, and summarization



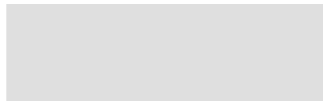
COURSE OUTLINE

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4



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- Document sources using in-text citations and reference lists

Date:

Wednesday, August 30, 2017



Please refer to the course outline addendum on the Learning Management System for further information.