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


Evaluation Process and Grading System:

<table>
<thead>
<tr>
<th>Evaluation Type</th>
<th>Evaluation Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Documentation</td>
<td>10%</td>
</tr>
<tr>
<td>Expository/Response paragraph writing, without research</td>
<td>10%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>25%</td>
</tr>
<tr>
<td>Grammar and editing skills</td>
<td>10%</td>
</tr>
<tr>
<td>Grammar/Writing Activities Folder</td>
<td>10%</td>
</tr>
<tr>
<td>Research</td>
<td>5%</td>
</tr>
<tr>
<td>Research paragraph(s) (academic honesty as 1 topic)</td>
<td>30%</td>
</tr>
</tbody>
</table>

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 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
• 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.