



COURSE OUTLINE

CMM110



Prepared: Rhett Andrew Approved: Martha Irwin, Chair, Community Services & Interdisciplinary Studies

Course Code: Title	CMM110: COLLEGE COMMUNICATION SKILLS					
Program Number: Name						
Department:	COMMUNICATIONS					
Semester/Term:	18W					
Course Description:	The focus of this course is essay writing. Students will produce effective, college-level expository essays by developing analytical skills to select and properly integrate electronic and other research materials. Writing components such as rhetorical modes, grammar, sentence structure, paragraph development, editing, and referencing sources are included.					
Total Credits:	3					
Hours/Week:	3					
Total Hours:	45					
Substitutes:	CMM120, OEL335, PFP104					
This course is a pre-requisite for:	ENG145, ENG218					
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. #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><tr><th>Evaluation Type</th><th>Evaluation Weight</th></tr><tr><td></td><td></td></tr></table>		Evaluation Type	Evaluation Weight		
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Documentation	10%
Final exam	30%
Grammar and editing	10%
Research essay	25%
Writing with research	25%

Books and Required Resources:

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

Course Outcomes and Learning Objectives:

Course Outcome 1.

Plan, develop, and produce clear, concise, and accurate post-secondary expository essays (minimum 5 paragraphs), critique and edit written work.

Learning Objectives 1.

- â€¢ Practise grammar fundamentals using available resources as required
- â€¢ Identify audience and purpose
- â€¢ Use electronic and other prewriting techniques to develop and organize ideas
- â€¢ Identify and employ some rhetorical modes: example, process analysis, comparison/contrast, cause/effect, division/classification, description, definition
- â€¢ Use drafting techniques to compose and revise
- â€¢ Formulate thesis statements
- â€¢ Support thesis statement with a plan of development
- â€¢ Write unified, well-organized paragraphs
- â€¢ Provide adequate and specific support
- â€¢ Provide unity, coherence, and organizational structure
- â€¢ Link ideas using transitional techniques
- â€¢ Employ post-secondary language suitable to the purpose and audience
- â€¢ Generate, evaluate, edit, and revise, using computer applications and other resources, to create effective expository documents
- â€¢ 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.

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

Course Outcome 3.

Research and read various sources critically.

Learning Objectives 3.

- â€¢ Identify and look up new vocabulary
- â€¢ Identify the nature of the information required (distinguish primary and secondary research)
- â€¢ Use the library resources effectively
- â€¢ Locate and gather information from the most appropriate sources: print, databases, program-related journals and general interest articles, and the Internet
- â€¢ Employ electronic tools, including files/folders, references and review tabs, and database functions, to acquire, process, and organize information
- â€¢ Check for accuracy, currency and credibility of sources
- â€¢ Determine authorâ€™s intent, emphasis, and ideas
- â€¢ Determine main points and supporting points
- â€¢ 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.

- â€¢ Base ideas on, and support ideas with, source material
- â€¢ Select source material that is relevant, important, and useful for inclusion
- â€¢ Integrate research using quotation, paraphrase, and summarization
- â€¢ Employ a variety of transitional and analytical language to introduce and elaborate on source material
- â€¢ Document sources using in-text citations and reference lists

Date:

Thursday, January 25, 2018

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