



COURSE OUTLINE

CMM115



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

Course Code: Title	CMM115: COMMUNICATIONS I
Program Number: Name	
Department:	COMMUNICATIONS
Semester/Term:	18W
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

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.

- â€¢ Identify audience and purpose
- â€¢ Write unified, coherent, organized responses in paragraph or multi-paragraph formats
- â€¢ Formulate introductory statements
- â€¢ Support introductory statement with a plan of development
- â€¢ Provide adequate and specific support
- 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 paragraphs
- 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€¢ 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€¢ 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.