



COURSE OUTLINE

CMM149

Prepared: L&C Department - Gabi Doleske Approved: Martha Irwin, Chair, Community Services & Interdisciplinary Studies

Course Code: Title	CMM149: PRACTICAL COMMUNICATIONS I
Program Number: Name	:
Department:	COMMUNICATIONS
Semester/Term:	17F
Course Description:	This course helps students develop reading, writing, speaking, and listening skills required for various apprenticeship and certificate programs. Written and verbal assignments utilize program-related materials and focus on program expectations. As well, students develop effective job search documents. Listening skills are developed throughout the course through the sharing and clarification of information.
Total Credits:	3
Hours/Week:	3
Total Hours:	45
Substitutes:	CMM126, CMM210, CMM215, CMM225, PFP204
This course is a pre-requisite for:	CMM151
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



COURSE OUTLINE

CMM149

Prepared: L&C Department - Gabi Doleske Approved: Martha Irwin, Chair, Community Services & Interdisciplinary Studies

Evaluation Process and Grading System:

Evaluation Type	Evaluation Weight
Listening and Speaking Assignments	20%
Reading and Writing Assignments	65%
Resume and Cover Letter	15%

Course Outcomes and Learning Objectives:

Course Outcome 1.

Reading Skills: Research and read various career-related materials for various purposes.

Learning Objectives 1.

- Research program-related material
- Comprehend post-secondary vocabulary
- Determine writer's purpose and audience
- Identify stated or implied main ideas
- Distinguish supporting details
- Make logical inferences and draw conclusions
- Determine reliability of reading material (distinguish fact from opinion)
- Reflect upon and assess strengths and needs of personal reading skills

Course Outcome 2.

Writing Skills: Plan, develop, and produce clear, concise, and accurate work-related documents.

Learning Objectives 2.

- Plan and organize communications according to the purpose and audience
- Employ the writing process to produce written products
- Incorporate content that is meaningful, relevant, and complete
- Employ the six Cs (conciseness, clarity, cohesiveness, correctness, completeness, and courtesy) in all written submissions
 - Identify and use appropriately different types of writing formats (email, memos, letters, summaries, short reports, etc.)
 - Recognize and use elements and techniques for technical writing (defining, classifying,



COURSE OUTLINE

CMM149

Prepared: L&C Department - Gabi Doleske Approved: Martha Irwin, Chair, Community Services & Interdisciplinary Studies

describing, summarizing, instructing, explaining cause and effect, etc.)

- Enhance document design by using software features
- Evaluate, proofread, and edit documents using appropriate tools
- Recognize various techniques for effective resumes
- Prepare and write an effective cover letter and resume
- Reflect upon and assess strengths and needs of personal writing skills

Course Outcome 3.

Listening and Speaking Skills: Demonstrate interpersonal communication skills needed in a work environment and/or present ideas individually or collaboratively.

Learning Objectives 3.

- Define and explain the communication process
- Identify and explain barriers to effective communication
- Practice the behaviours of active listeners by selecting and using appropriate strategies and language cues to construct meaning before, during, and after listening
 - Organize ideas coherently
 - Role-play effective interpersonal skills in workplace scenarios
 - Present ideas orally, individually and/or collaboratively
 - Use clear speech, concise language, correct grammar and sentence structure
 - Present materials effectively for audience and purpose
 - Produce and use visual aids effectively and appropriately
 - Reflect upon and assess strengths and needs of personal interpersonal communication and presentation skills

Date:

Wednesday, August 30, 2017

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