

COURSE NAME: CMM125 College Communication I

Credit Value: 3
Total Course Hours: 42
Prerequisite Course(s): None
Corequisite Course(s): None

COURSE DESCRIPTION

This first-level post-secondary course will help students in all programs develop their ability to communicate effectively in academic and vocational settings. The course requires students to meet first-year benchmarks for generic skills in researching, organizing, reframing, analyzing, writing, and presenting information.

PLAR INFORMATION

This course is eligible for Prior Learning Assessment and Recognition. Students are advised to discuss options with their program coordinator.

COURSE LEARNING OUTCOMES

Upon completion of this course, the student will have reliably demonstrated the ability to:

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| <p>1.0 Plan communications using effective resources and problem-solving and decision-making skills.</p> <ul style="list-style-type: none">1.1 Identify the variables in the communications process.1.2 Analyze given situations and determine the appropriate audience, purpose, and message.1.3 Establish a focus for the message. <p>2.0 Communicate in the form that fulfills the purpose and meets the needs of a particular audience.</p> <ul style="list-style-type: none">2.1 Choose and apply correctly the format appropriate to the purpose.2.2 Use language, style, and structure suitable to the audience and purpose. <p>3.0 Produce messages that meet acceptable standards of correctness.</p> <ul style="list-style-type: none">3.1 Use correctly words that are commonly confused.3.2 Recognize and correct fragment, run-on, pronoun, subject-verb, apostrophe and comma errors.3.3 Use correct punctuation.3.4 Spell correctly. <p>4.0 Demonstrate an understanding of intellectual property, copyright, and fair use of copyrighted material.</p> | <p>4.1 Adhere to the principles of academic integrity with respect to the use of words, concepts, patterns, images, or sounds from any source, including textbooks, Internet and library resources, and social media.</p> <p>4.2 Submit work that is free of plagiarism as defined by Canadore College's Academic Integrity Policy.</p> <p>4.3 Represent work attributable to others according to convention.</p> <ul style="list-style-type: none">4.3.1 Employ in-text citations using APA documentation style.4.3.2 Create reference lists according to APA documentation style. <p>5.0 Collect, organize, and analyze relevant and necessary information from a variety of sources.</p> <ul style="list-style-type: none">5.1 Demonstrate secondary research skills using suitable print and electronic resources.5.2 Demonstrate primary research skills using interviews, surveys, questionnaires, anecdotal reports, and/or personal experience, as required.5.3 Separate the relevant from the irrelevant according to the established focus.5.4 Group and sequence the selected information.5.5 Evaluate and draw conclusions as needed |
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- from the selected and organized information.
- 5.6 Evaluate the processes used.
- 6.0 Reframe information, ideas, and concepts in ways that demonstrate understanding.
- 6.1 Represent verbally the collected information by summarizing, paraphrasing, outlining, and/or quoting directly, as required.
- 6.2 Represent graphically the collected information, as required.
- 6.3 Evaluate the representation for consistency of meaning with the source.
- 7.0 Produce effective essays or informal reports.
- 7.1 Use narrative-descriptive, process analysis, cause and effect, comparison/contrast, classification and/or persuasion writing techniques to produce short essays or informal business reports.
- 8.0 Produce various types of business correspondence.
- 8.1 Prepare memoranda, letters, and/or electronic media messages such as e-mail, wikis, and/or blogs.
- 8.2 Demonstrate an understanding of short report format.
- 9.0 Manage time and other resources to attain personal and/or project-related goals.
- 9.1 Schedule time, work, and resources to meet deadlines.
- 9.2 Assess progress and, when appropriate, adjust plans.
- 10.0 Demonstrate the professionalism, punctuality, reliability, and work ethic required for employment.
- 10.1 Show up for every class on time and with the tools needed for the job.
- 10.2 Prepare for class work by reading preparatory materials and by completing homework.
- 10.3 Make a positive contribution to classroom discussion.
- 10.4 Meet deadlines.
- 11.0 Employ written and oral critical reflection techniques to improve communication knowledge and practices.
- 11.1 Critically reflect on personal thoughts and actions.
- 11.2 Critically reflect on interactions with others.
- 11.3 Critically reflect on selected concepts, theories, or methodologies.
- 11.4 Critically reflect on ethical, political, or social contexts.
- 12.0 Optional - Demonstrate an understanding of successful job strategies.
- 12.1 Develop a personal strategy for the job search.
- 12.2 Understand the components of an effective resume.
- 12.3 Select and package information for the job search.

GENERAL EDUCATION

This is not a General Education course.

ESSENTIAL EMPLOYABILITY SKILLS OUTCOMES

This course contributes to the following Ministry of Training, Colleges and Universities approved essential employability skills (EES) outcomes:

1. Communicate clearly, concisely, and correctly in the written, spoken, and visual form that fulfils 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. Analyse, 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 in ways 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 one's own actions, decisions, and consequences.

EXTERNAL COURSE ACCREDITATIONS AND CONDITIONS

COURSE EVALUATION

Assignments, quizzes, and presentations - 80%
Grammar - 20%

PROGRAM SPECIFIC GRADING

Per College Grading System

GRADING SYSTEM

A+:	90-100%	B+:	77-79%	C+:	65-69%	D:	50-54%	S - Satisfactory
A:	85-89%	B:	73-76%	C:	60-64%	F:	0-49%	I - Incomplete
A-:	80-84%	B-:	70-72%	D+:	55-59%			F - Repeat course

*For a complete detailed description please refer to the College website.

LEARNING RESOURCES

As selected by the professor.

Resources listed on the course outline support the achievement of learning outcomes, and may be used throughout the course to varying degrees depending on the instructor's teaching methodology and the nature of the resource.

LEARNING ACTIVITIES

Lectures

In-class activities

Small and large group discussions

Team and individual writing assignments

Class presentations (optional)

DELIVERY MODE

Classes are three hours per week, available in class, online or hybrid, depending on the program.

ACADEMIC POLICIES

- Academic Integrity
- Academic Appeal
- Academic Attendance
- Grading and Assessment

For academic policies please see: <http://www.canadorecollege.ca/about-us/corporate-policy-manual>.

COLLEGE POLICIES

- Protecting human rights in support of a respectful college community

For college policies please see: <http://www.canadorecollege.ca/about-us/college-policies>.

STUDENT SUCCESS SERVICES

YOUR SUCCESS MATTERS!

We offer comprehensive, student-focused services designed to help you succeed. Canadore is committed to Student Success and offers CONFIDENTIAL services to help you in your studies. We offer:

- Study skills workshops
- Peer tutoring
- Career guidance
- Mental health and wellness tips and strategies
- Resource centre
- Assistive devices

The ultimate goal of Student Success Services is to support students so they can achieve success academically, in their career aspirations, and in their personal lives. Please don't hesitate to drop by C262 or to book an appointment please call 1-705-474-7600 ext. 5205.

FIRST PEOPLES' CENTRE:

We offer a culturally safe environment where our student focused services provide you with the following CONFIDENTIAL services:

- One on one counselling

- Elder in residence
- Peer tutoring
- Peer mentorship
- Lunch & learn workshops on study skills, self-care, life skills
- Resource Centre

Drop by our offices at C254 College Drive, E101 Commerce Court or call 705 474 7600 Ext. 5961 College Drive / 5647 Commerce Court.

WAIVER OF RESPONSIBILITY

Every attempt is made to ensure the accuracy of this information as of the date of publication. The college reserves the right to modify, change, add, or delete content.

HISTORICAL COURSE OUTLINES

Students use course outlines to support their learning. Students are responsible for retaining course outlines for future use in applications for transfer of credit to other educational institutions.