

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, problem-solving strategies, and decision-making skills.</p> <ul style="list-style-type: none">1.1 Identify the variables in the communication 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 Edit messages to ensure the following punctuation marks are used correctly:<ul style="list-style-type: none">3.2.1 terminal marks3.2.2 commas3.2.3 apostrophes.3.3 Recognize and correct the following grammar mistakes:<ul style="list-style-type: none">3.3.1 subject-verb agreement errors | <ul style="list-style-type: none">3.3.2 sentence fragments3.3.3 run-on sentences3.3.4 incorrect pronoun use. <p>3.4 Spell correctly.</p> <p>4.0 Demonstrate an understanding of intellectual property, copyright, and fair use of copyrighted material.</p> <ul style="list-style-type: none">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.4.2 Submit work that is free of plagiarism as defined by Canadore College's Academic Integrity Policy.4.3 Represent work attributable to others according to the American Psychological Association (APA) style of documentation.<ul style="list-style-type: none">4.3.1 Employ in-text citations using APA documentation standards.4.3.2 Create reference lists according to APA documentation standards. <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 |
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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 Evaluate sources for reliability and credibility.

5.5 Group and sequence the selected information.

5.6 Evaluate and draw conclusions as needed from the selected and organized information.

5.7 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 reports.

8.0 Produce various types of business correspondence.

8.1 Prepare effective and correctly formatted memoranda, letters, and/or electronic messages such as email, text messages, blogs, and/or wikis.

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 including interactions that take place face-to-face and online.

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 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 and assessments.

Small and large group discussions.

Team and individual writing assignments.

Class presentations (optional).

DELIVERY MODE

This course may be delivered, in whole or in part, in a number of modalities, including in class, online, hybrid, in a synchronous or asynchronous manner or a combination thereof, as per accreditation and/or regulatory standards where appropriate.

ACADEMIC POLICIES

Canadore College is committed to the highest standards of academic integrity, and expects students to adhere to these standards as part of the learning process in all environments. The College's Academic Integrity policy seeks to ensure that all students understand their rights and responsibilities in upholding academic integrity and that students receive an accurate and fair assessment of their work. Please review the Academic Integrity policy (A-18) and other academic policies found on our website:

<https://www.canadorecollege.ca/about/policies>.

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 provide student-focused services to facilitate students' success in their studies. Staff provide support by reducing and/or removing educational-related barriers through accommodation planning with students with disabilities, learning strategies, mental health and wellness events. Visit our webpage to learn more:

<https://www.canadorecollege.ca/support/student-success-services>

FIRST PEOPLES' CENTRE:

A culturally safe environment offering CONFIDENTIAL student focused services, drop in or make an appointment to access:

- One on one counselling
- Elder in residence program
- Peer tutoring

- Peer mentorship
- Lunch & learn workshops on study skills, self-care, life skills
- Learning 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.