

Course Name: CMM125 College Communication I
Credit Value: 4
Prerequisite Course: None

Course Description

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

PLAR Information

A challenge exam for this course may be arranged through the coordinator of the Language and Communications Department.

Course Learning Outcomes

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

- 1. Plan communications using effective problem-solving and decision-making skills.**
 - 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.
- 2. Communicate in the form that fulfills the purpose and meets the needs of a particular audience.**
 - 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.
- 3. Produce messages that meet acceptable standards of correctness.**
 - 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.
- 4. Collect, organize, and analyze relevant and necessary information from a variety of sources.**
 - 4.1 Demonstrate secondary research skills using suitable print and electronic resources.
 - 4.2 Demonstrate primary research skills using interviews, surveys, questionnaires, anecdotal reports, and/or personal experience, as required.
 - 4.3 Separate the relevant from the irrelevant according to the established focus.
 - 4.4 Group and sequence the selected information.
 - 4.5 Evaluate and draw conclusions as needed from the selected and organized information.
 - 4.6 Evaluate the processes used.
 - 4.7 Use MLA or APA documentation style to cite sources.
- 5. Reframe information, ideas, and concepts in ways that demonstrate understanding.**
 - 5.1 Represent verbally the collected information by summarizing, paraphrasing, outlining, and/or quoting directly as required.
 - 5.2 Represent graphically the collected information as required.
 - 5.3 Evaluate the representation for consistency of meaning with the source.
- 6. Produce effective essays written in a variety of modes.**
 - 6.1 Use narrative-descriptive, process analysis, cause and effect, comparison/contrast, classification and/or persuasion writing techniques to produce short essays or reports.
- 7. Produce various types of business correspondence.**
 - 7.1 Prepare effective business letters and memos.
 - 7.2 Demonstrate an understanding of short report format.

8. Manage time and other resources to attain personal and/or project-related goals.

- 8.1 Schedule time, work, and resources to meet deadlines.
- 8.2 Assess progress and, when appropriate, adjust plans.

Evaluation Strategy

Grading System

A+ Honours	90-100%										
A+	85-89%	B+	75-79%	C+	65-69%	D+	55-59%	R	Repeat	U	Unsatisfactory
A	80-84%	B	70-74%	C	60-64%	D	50-54%	S	Successful	I	Incomplete

*For a complete detailed description please refer to the *Academic Calendar*.

Student Success

(Dial 5185 for Campus Life or 5301 for the Aboriginal Learning Unit)

Canadore is committed to Student Success and offers CONFIDENTIAL services to help you in your studies.

- Counselling helps with academic, career and personal/crisis issues.
- AccessAbility Services will accommodate you if you have physical, mobility, visual, auditory, medical and/or learning disabilities.
- Health Centre provides services to you in case of illness.
- Career Services offers career advice, resume and interviewing workshops.

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.