



Division:

Effective Date:

Department /  
Program Area:

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Course Objectives / Learning Outcomes

Communications 1111 has been developed to meet the communications requirements of a number of business of technology programs.

General:

The student will be able to

Other

1. Collaborate effectively with other students

### Methods of Instruction

This course will emphasize learning through doing. Working individually and in groups, students will be involved in the discussion, analysis and interpretation of various writing activities. Under the instructor's guidance, students will integrate the results of primary or secondary research with correct language principles in a number of writing situations. Students may be required to write in response to textbook cases, film or video scenarios, field trip experiences, and other workplace situations encountered in the community. Other methods include lectures, group discussions, and presentations by resource people with field-related expertise.

### Textbooks and Materials to be Purchased by Students

No single text is applicable for all career programs or for all course objectives. However, a handbook and/or exercise book is required. The following are examples of possibilities:

Business Communication: Strategies and Skills by R. Huseman et al.

Successful Writing at Work by Philip C. Kolin

Administratively Write! by Ron Blicq

### Means of Assessment

To pass CMNS 1111, students must demonstrate the ability to write in standard English.