

Course Name: CMM300 Researching and Reporting II (HRRM)
Credit Value: 4
Prerequisite Course: CMM or CMM190 with a Minimum Grade of "C"

Course Description

Students will research and prepare problem-solving reports. In these reports they will be encouraged to apply knowledge and skills acquired in their programs.

PLAR Information

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Course Learning Outcomes

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

- 1. Write analytical and persuasive reports.**
 - 1.1 Distinguish between a mainly informational and an analytical or persuasive report.
 - 1.2 Write reports that demonstrate a level of expertise expected of a graduate of the program.
 - 1.3 Write reports with sufficient data to solve a real problem.
 - 1.4 Write reports that give a clear indication that the subjects are understood.
- 2. Collect research-based primary and secondary data for reports.**
 - 2.1 Prepare and administer questionnaires.
 - 2.2 Arrange for and carry out interviews with college and local experts.
 - 2.3 Locate and use suitable published information in the library.
 - 2.4 Acknowledge and properly identify sources.
- 3. Organize information in reports using acceptable report structure.**
 - 3.1 Organize reports using the writing plan suggested in text:
 - a. Summary.
 - b. Introduction.
 - c. Discussion.
 - d. Conclusions.
 - 3.2 Use appropriate headings to reveal to the reader the structure of the report.
 - 3.3 Select headings that reveal accurately the content of the sections labelled.
 - 3.4 Select headings that are parallel.
 - 3.5 Divide large sections into smaller sections with appropriate headings.
 - 3.6 Show accurately, using position and/or treatment, the levels of headings.
- 4. Use suitable illustrations appropriately in reports.**
 - 4.1 Use tables, charts, graphs, and diagrams in reports whenever these are the best ways of communicating the information.
 - 4.2 Label illustrations appropriately and use a numbering system if more than five are used in one report.
 - 4.3 Refer to and explain, if necessary, all illustrations used in the report.
 - 4.4 Determine whether an illustration is essential to the primary reader or not (if essential, the illustration should be placed in the body of the report; if not, in an appendix).
- 5. Demonstrate a competent level of grammatical skills and appropriate writing style.**
 - 5.1 Recognize and write grammatically sound, coherent paragraphs.
 - 5.2 Revise and edit reports for presentation.
 - 5.3 Use language levels and tones appropriate for the reader and purpose of the report.
 - 5.4 Apply good business writing techniques
 - a. Clarity.
 - b. Conciseness.
 - c. Sincerity.
 - d. Positiveness.
- 6. Review competencies from CMM180.**

See the CMM180 course outline.
- 7. Write a formal report, including the required prefatory and supplemental parts.**
 - 7.1 Prepare a suitable title page for all longer reports.
 - 7.2 Write one half-page to one-page summary of longer reports.

- 7.3 Prepare a table of contents for reports over six pages, listing headings and appendices.
 - 7.4 Determine if information is essential or supplementary, placing supplementary information in correctly labelled appendices at the end of reports.
 - 7.5 Assemble all these parts in the correct order and place them and the report itself in a suitable cover on which the main title of the report has been typed.
- 8. Prepare and present oral presentations.**
- 8.1 Demonstrate the ability to make presentations of a predetermined length, within reasonable parameters.
 - 8.2 Demonstrate the ability to provide adequate linkage between sections of a presentation using transitional devices.
 - 8.3 Select the appropriate presentational style for the oral report situations.
 - 8.4 Prepare appropriate visual aids.
- 9. Develop a successful job-search strategy, including the writing of a résumé and application letter.**
- 9.1 Use public and college job location services.
 - 9.2 Understand the components of an effective résumé.
 - 9.3 Select information for your résumé.
 - 9.4 Package your résumé effectively.
 - 9.5 Write effective job-search letters.
 - 9.6 Write interview follow-up letters.
 - 9.7 Plan for job interviews.
- 10. Demonstrate collaborative writing skills.**
- 10.1 Apply problem-solving skills to group assignments.
 - 10.2 Evaluate peers' work.
 - 10.3 Take the part of leader, recorder, or evaluator in performing business-related tasks.

Evaluation Strategy

Grading System

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

*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.