







# Communications (COMM) 100

## Introduction to Research and Study Skills (Revision 5)

<b>Status:</b>	Replaced with new revision, see the <a href="#">course listing</a>  for the current revision 
<b>Delivery mode:</b>	<a href="#">Individualized study online</a>  . Delivered via Brightspace.
<b>Credits:</b>	3
<b>Area of study:</b>	Applied Studies (Business and Administrative Studies)
<b>Prerequisites:</b>	None
<b>Precluded:</b>	None
<b>Challenge:</b>	COMM 100 is not available for challenge.
<b>Faculty:</b>	<a href="#">Faculty of Business</a> 
<b>Notes:</b>	Students registering in grouped study mode are advised that there may be some differences in the evaluation and course materials information indicated below. To obtain the most up-to-date information, contact the Faculty of

Business Student Support Centre at 1-800-468-6531.

## Overview

*Communications 100* is designed to help you improve the academic skills you need to be a successful university student. The course teaches planning and time management skills, strategies for critical thinking, online research skills and information literacy, methods to improve reading and note-taking, and how to write better research papers and be prepared to do well on tests and exams. You are encouraged to understand yourself as a critical learner, as you reflect on what you are learning, actively participate in academic culture, and engage in critical inquiry. Your learning in this course will help you in your future studies, in your work, and in life in general as you identify problems and seek solutions to them.

## Outline

### Unit 1: Getting the Most Out of Your Education

- Lesson 1: Online and Distance Learning and Higher Education
- Lesson 2: Understanding Yourself as a Learner
- Lesson 3: Time Management

### Unit 2: Active Reading and Effective Note-Taking

- Lesson 4: Active Reading Strategies
- Lesson 5: Effective Note-Taking Strategies

### Unit 3: Being a Critical Learner

- Lesson 6: What Does It Mean to Be Critical?
- Lesson 7: What Does It Mean to Be Information Literate?

### Unit 4: Using Libraries and the Internet for Research

- Lesson 8: Beginning a Research-Based Writing Project
- Lesson 9: Evaluating Sources
- Lesson 9: Finding Sources

#### Unit 5: Research-Based Writing

- Lesson 11: Writing as Process and Conversation
- Lesson 12: Intellectual Honesty

#### Unit 6: Memory and Test-Taking

- Lesson 13: Memory Techniques
- Lesson 14: Strategies for Tests and Examinations

## Learning outcomes

After completing *COMM 100*, students should be able to


- identify what they need to do to succeed in their postsecondary studies and as online learners.
- assess their abilities and preferences as learners and use strategies for time management, reading, note-taking, memory, critical thinking, test-taking, and communication to enhance their learning and improve their academic performance.
- discuss diversity issues, demonstrate intercultural competence, and engage with different ways of knowing and learning.
- use an understanding of academic culture and practices to join scholarly conversations.
- develop research questions and thesis statements, and write a thesis-based, research-based essay.
- discuss what it means to be a critical thinker and bring a spirit of critical inquiry to thinking, reading, writing, and researching.
- demonstrate information literacy skills, including
  - using libraries and the Internet to locate information sources.
  - working critically with information sources using a range of strategies and evaluative criteria.

- maintaining standards of intellectual honesty, including citing and documenting sources appropriately.
- engage in writing as a process of drafting and revising, and use journaling to reflect on learning and research.

## Evaluation

To **receive credit**  for COMM 100, you **must**

- complete all four assignments
- complete all six end-of-unit online quizzes
- participate in class discussions.

A pass will be awarded only if all of the above conditions are satisfied and you achieve a composite course mark of at least **D (50 percent)** .

There is no final examination for this course.

The following chart summarizes each type of activity, the credit weight associated with it, and its placement in the course.

Activity	Weight	Complete by
Assignment 1 - "Planning for success" questions	10%	end of Unit 1
Assignment 2 - Reflective essay	20%	end of Unit 3
Assignment 3 - Research journal	20%	end of Unit 4
Assignment 4 - Research essay	30%	end of Unit 6
Online unit quizzes - Multiple choice/true or false	9%	end of Units 1-6
Discussion - Contribute to three of six class discussions	11%	end of Units 1-6

Activity	Weight	Complete by
<b>Total</b>	<b>100%</b>	

## Materials

### Physical course materials





The following course materials are included in a course package that will be shipped to your home prior to your course's start date:

Ellis, D., & Dawson, D. (2020). *Becoming a master student* (7th Cdn. ed.). Toronto: Nelson. ISBN: 9780176766009

### Other materials

All other course materials are provided online.

## Important links

- › [Academic advising](#) 
- › [Program planning](#) 
- › [Request assistance](#) 
- › [Support services at AU](#) 

Athabasca University reserves the right to amend course outlines occasionally and without notice. Courses offered by other delivery methods may vary from their individualized study counterparts.

*Opened in Revision 5, January 3, 2025*

*Updated July 31, 2025*

View [previous revision](#) 

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