ORIGINAL COURSE IMPLEMENTATION DATE: November 1998
REVISED COURSE IMPLEMENTATION DATE: January 2022
COURSE TO BE REVIEWED (six years after UEC approval)**:** April 2027
Course outline form version: 05/18/2018

OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

Note: The University reserves the right to amend course outlines as needed without notice.

Course Code and Number: CMNS 145	**Number of Credits:** 3 Course credit policy (105)

Course Full Title: Technical Communications for Drafting

Course Short Title:

(Transcripts only display 30 characters. Departments may recommend a short title if one is needed. If left blank, one will be assigned.)

Faculty: Faculty of Humanities	**Department (or program if no department):** Communications

Calendar Description:

Introduces general principles of effective written and oral communication for students enrolled in UFV's Architectural Drafting Technician certificate program. The focus is on commonly used reports (e.g., progress, field, site investigation), technical correspondence, and presentations.

Prerequisites (or NONE):	Acceptance into the Architectural Drafting Technician certificate.
Corequisites (if applicable, or NONE):	
Pre/corequisites (if applicable, or NONE):	

Antirequisite Courses *(Cannot be taken for additional credit.)*

Former course code/number:

Cross-listed with:

Dual-listed with:

Equivalent course(s):

(If offered in the previous five years, antirequisite course(s) will be included in the calendar description as a note that students with credit for the antirequisite course(s) cannot take this course for further credit.)

Special Topics *(Double-click on boxes to select.)*

This course is offered with different topics:

☒ No ☐ Yes *(If yes, topic will be recorded when offered.)*

Independent Study

If offered as an Independent Study course, this course may be repeated for further credit: *(If yes, topic will be recorded.)*

☒ No ☐ Yes,   repeat(s) ☐ Yes, no limit

Transfer Credit

Transfer credit already exists: *(See **bctransferguide.ca**.)*

☐ No ☒ Yes

Submit outline for (re)articulation:

☒ No ☐ Yes *(If yes, fill in transfer credit form.)*

Typical Structure of Instructional Hours

Lecture/seminar hours	30
Tutorials/workshops	15
Supervised laboratory hours	
Experiential (field experience, practicum, internship, etc.)	
Supervised online activities	
Other contact hours:	
Total hours	**45**

Labs to be scheduled independent of lecture hours: ☐ No ☐ Yes

Grading System

☒ Letter Grades   ☐ Credit/No Credit

Maximum enrolment (for information only): 25

Expected Frequency of Course Offerings:

Annually *(Every semester, Fall only, annually, etc.)*

Department / Program Head or Director: Samantha Pattridge	**Date approved:**	March 2021
Faculty Council approval:	**Date approved:**	March 12, 2021
Dean/Associate VP: Jacqueline Nolte	**Date approved:**	March 12, 2021
Campus-Wide Consultation (CWC)	**Date of posting:**	April 9, 2021
Undergraduate Education Committee (UEC) approval	**Date of meeting:**	April 23, 2021

Learning Outcomes:

Upon successful completion of this course, students will be able to:

- Demonstrate the fundamental elements of technical and professional communications.
- Demonstrate effective use of tone, clarity, concise language, coherence, and completeness.
- Produce commonly used technical reports, letters, and other kinds of technical communication.
- Adapt communication strategies for non-technical audiences.
- Demonstrate techniques of document design, including organization of text and use of illustration.
- Discuss document design from a variety of worldviews such as for Indigenous or international stakeholders.
- Correspond electronically in a professional context.
- Deliver professional presentations.

Prior Learning Assessment and Recognition (PLAR)

☒ Yes   ☐ No, PLAR cannot be awarded for this course because

Typical Instructional Methods *(Guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion.)*

Reading and discussing examples of effective and ineffective workplace writing; lectures; exercises and simulations; collaborative exercises.

NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.

Typical Text(s) and Resource Materials *(If more space is required, download Supplemental Texts and Resource Materials form.)*

	Author (surname, initials)	Title (article, book, journal, etc.)	Current ed.	Publisher	Year
1.	Ewald, T.	Writing in the Technical Fields: A Practical Guide, 3rd ed.	☒	Oxford	
2.	Younging, G.	Appendix A: Summary of Indigenous Style Principles in *The Elements of Indigenous Style.* Brush Education, Inc.	☐		2018
3.			☐		
4.			☐		

Required Additional Supplies and Materials *(Software, hardware, tools, specialized clothing, etc.)*

n/a

Typical Evaluation Methods and Weighting

Final exam:	%	Assignments:	100%	Field experience:	%	Portfolio:	%
Midterm exam:	%	Project:	%	Practicum:	%	Other:	%
Quizzes/tests:	%	Lab work:	%	Shop work:	%	Total:	100%

Details (if necessary):

Work-related correspondence	20%
Employment materials	10%
Technical reports	20%
Instructional document (teams)	15%
Presentations	20%
Quizzes and in-class activities	15%

Typical Course Content and Topics

1. Introductions; foundations of technical communications; communicating for different audiences, including Indigenous and international stakeholders, in the drafting workplace
2. Routine workplace documents (memos, letters, e-mail)
3. Evaluating audiences, using direct and indirect patterns for informative and persuasive purposes
4. Research fundamentals, referencing using current style guides, using verbal citations
5. Presentation skills
6. Ethics in technical writing, writing technical reports
7. Using graphics, document design strategies
8. Working and communicating in teams in professional environments, intercultural communication strategies for teams, intercultural communication basics (with emphasis on Indigenous and international communication styles)
9. Writing instructional materials
10. Proposals for technical and non-technical audiences
11. Assembling an employment package/portfolio, researching the job market/preparing for interviews
12. Practicing interview skills