This course focuses on developing reading and listening skills and academic and professional writing skills to prepare students for the writing requirements of academic courses. Areas covered include grammar, punctuation, sentence structure, the writing process, thesis and paragraph development, summaries and essays.

PREREQUISITES: CPT score of 41 or higher. Recommended that ESL students have ESL WG84, S76, L87, R80, or equivalent level.

TOTAL HOURS PER TERM: 45

WRITTEN COMMUNICATIONS

Lectures: 30 hrs.
Seminar: 15 hrs.
Laboratory: hrs.
Field Experience: hrs.
Student Directed Learning: hrs.
Other (Specify): hrs.
Combination of Lecture and Lab Hours: YES/NO

MAXIMUM ENROLMENT: 25

WILL TRANSFER CREDIT BE REQUESTED?: (Lower-level courses only) YES _________ NO ___ X ___

WILL TRANSFER CREDIT BE REQUESTED?: (Upper-level requested by department) YES _________ NO ___ X ___

TRANSFER CREDIT EXISTS IN BCCAT TRANSFER GUIDE: YES _________ NO ___ X ___

**AUTHORIZATION SIGNATURES:**

Course designer(s): W. Burton; D. Luu; D. Smith; P. Burkhart
Chairperson: Jim Andersen (Curriculum Committee)
Course reviewed by: Diane Luu
Department Head: Paul Burkhart
Dean: Virginia Cooke
PAC Approval in Principle Date: 11-December-2002

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**OFFICIAL COURSE OUTLINE INFORMATION**

Students are advised to keep course outlines in personal files for future use.

Shaded headings are subject to change at the discretion of the department and material will vary – see course syllabus available from instructor.

**FACULTY/DEPARTMENT:** CMNS 099

**COMMUNICATIONS**

**COURSE NAME/NUMBER:** CMNS 099

**FORMER COURSE NUMBER:** CMNS 095

**UCFV CREDITS:** 3

**COURSE DESCRIPTIVE TITLE:** Introduction to Written Communications

**CALENDAR DESCRIPTION:**

This course focuses on developing reading and listening skills and academic and professional writing skills to prepare students for the writing requirements of academic courses. Areas covered include grammar, punctuation, sentence structure, the writing process, thesis and paragraph development, summaries and essays.

**PREREQUISITES:**

- CPT score of 41 or higher. Recommended that ESL students have ESL WG84, S76, L87, R80, or equivalent level.

**COREQUISITES:** None

**SYNONYMOUS COURSE(S):**

(a) Replaces: CMNS 095 (Course #)

(b) Cannot take: for further credit

**SERVICE COURSE TO:**

**STUDENT DIRECTED LEARNING:**

<table>
<thead>
<tr>
<th>Lecture</th>
<th>Seminar</th>
<th>Laboratory</th>
<th>Field Experience</th>
<th>Student Directed Learning</th>
<th>Other (Specify)</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 hrs.</td>
<td>15 hrs.</td>
<td>hrs.</td>
<td>hrs.</td>
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<td>hrs.</td>
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**TRAINING DAY-BASED INSTRUCTION**

<table>
<thead>
<tr>
<th>STRUCTURE OF HOURS:</th>
<th>LENGTH OF COURSE:</th>
<th>HOURS PER DAY:</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 hrs.</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**MAXIMUM ENROLMENT:**

- 25

**EXPECTED FREQUENCY OF COURSE OFFERING:**

- 25

**WILL TRANSFER CREDIT BE REQUESTED?:** (Lower-level courses only) YES _________ NO ___ X ___

**WILL TRANSFER CREDIT BE REQUESTED?:** (Upper-level requested by department) YES _________ NO ___ X ___

**TRANSFER CREDIT EXISTS IN BCCAT TRANSFER GUIDE:** YES _________ NO ___ X ___
LEARNING OBJECTIVES / GOALS / OUTCOMES / LEARNING OUTCOMES:
To develop the writing skills required for academic and professional writing.
To develop skills in listening and note-taking.
To develop elementary analysis, evaluation and summation skills.
To learn to identify and correct common grammatical errors, including fragments, comma splices, fused sentences, etc.
To learn practical techniques to create a variety of sentence types.
To learn how to craft paragraphs by generating topic, supporting, and transitional sentences.
To develop a working understanding of the academic writing process, including planning, outlining, drafting, revising, and proof-reading.
To develop the ability to write an academic essay, including the thesis and supporting paragraphs.
To develop an understanding of proper use of evidence and source citation in academic and professional writing exercises.

METHODS:
The course will include a combination of lectures, discussions, and in-class and take-home reading and writing exercises.

PRIOR LEARNING ASSESSMENT RECOGNITION (PLAR):
Credit can be awarded for this course through PLAR

METHODS OF OBTAINING PLAR:
Challenge Portfolio

TEXTBOOKS, REFERENCES, MATERIALS:
[Textbook selection varies by instructor. An example of texts for this course might be:]

SUPPLIES / MATERIALS:
STUDENT EVALUATION:

[An example of student evaluation for this course might be:]

Typical Student Evaluation:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grammar Exercises</td>
<td>10%</td>
</tr>
<tr>
<td>Sentence and Paragraph Exercises</td>
<td>15%</td>
</tr>
<tr>
<td>Textual Analysis, Interpretation and Summation Exercises</td>
<td>10%</td>
</tr>
<tr>
<td>Essay(s) [may include midterm in-class assignment]</td>
<td>50%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>15%</td>
</tr>
</tbody>
</table>

CMNS Department Grades System:

- **A+** = 94 - 100%
- **A** = 89 - 93%
- **A-** = 86 - 88%
- **B+** = 82 - 85%
- **B** = 78 - 81%
- **B-** = 75 - 77%
- **C+** = 71 - 74%
- **C** = 66 - 70%
- **C-** = 63 - 65%
- **P** = 60 - 62%

COURSE CONTENT:

[Course content varies by instructor. An example of course content might be:]

Typical Syllabus:

- Grammar, Punctuation, Spelling...
- Sentence Structure...
- Paragraph Structure...
- Transitions...
- Textual Analysis...
- Summaries...
- Developing the Essay...
  - Defining the Audience
  - Defining the Topic
  - Research and Evaluation
  - Evidence and Sources
  - Developing the Thesis
  - Outlining
  - Drafting the Paragraphs
  - Editing, Revising, Proofreading