UNIVERSITY COLLEGE of the FRASER VALLEY

PAC FORM #2

FILE NO.: { CMNS099-20031126 }
COURSE IMPLEMENTATION DATE: { November-1999 }
COURSE REVISED IMPLEMENTATION DATE: { January-2004 }
COURSE TO BE REVIEWED: { November-2007 }
(FOUR (4) YEARS AFTER IMPLEMENTATION DATE) **MONTH / YEAR**

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: COMMUNICATIONS

CMNS 099	CMNS 095	3
COURSE NAME/NUMBER	**FORMER COURSE NUMBER**	**UCFV CREDITS**

Introduction to Written Communications
COURSE DESCRIPTIVE TITLE

CALENDAR DESCRIPTION:
This course focuses on developing reading and listening skills and academic and professional writing skills to prepare students for the writing requirments 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, or a grade of B or better in English 12, Literature 12, or TPC 12. Recommended that ESL students also have ESL WG84, ESL S76, ESL L87, ESL R80, or equivalent levels.

COREQUISITES: None

SYNONYMOUS COURSE(S)

(a) Replaces: CMNS 095 (Course #)

(b) Cannot take: _____ (Course #) for further credit

SERVICE COURSE TO:

_____ (Department / Program)

_____ (Department / Program)

TOTAL HOURS PER TERM: 45

STRUCTURE OF HOURS:

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**

TRAINING DAY-BASED INSTRUCTION

LENGTH OF COURSE: N/A

HOURS PER DAY: N/A

MAXIMUM ENROLMENT: 25

EXPECTED FREQUENCY OF COURSE OFFERING: _____

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: Original copy signed by Jim Andersen (Curriculum Committee)

Course reviewed by: Diane Luu

Department Head: Raymond Welch

Dean: Original copy signed by Virginia Cooke

PAC Approval in Principle Date: _____

PAC Final Approval Date: _____

CMNS 099

COURSE NAME / NUMBER

FILE NO.: { CMNS099-20031126 }

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 **YES** X **NO** _____

METHODS OF OBTAINING PLAR:

Challenge or portfolio

TEXTBOOKS, REFERENCES, MATERIALS:

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

Norton and Green, **Essay Essentials with Readings:** Nelson Thomson Canada.

SUPPLIES / MATERIALS:

CMNS 099

COURSE NAME / NUMBER

FILE NO.: { CMNS099-20031126 }

STUDENT EVALUATION:

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

Typical Student Evaluation:	
Grammar Exercises	10%
Sentence and Paragraph Exercises	15%
Textual Analysis, Interpretation and Summation Exercises	10%
Essay(s) [may include midterm in-class assignment]	50%
Final Exam	15%

CMNS Department Grades System:

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