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 the material will vary - see course syllabus available from instructor.

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<th>FACULTY/DEPARTMENT:</th>
<th>Communications</th>
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<tbody>
<tr>
<td>COURSE NAME/NUMBER</td>
<td>CMNS 099</td>
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<tr>
<td>FORMER COURSE NUMBER</td>
<td>CMNS 095</td>
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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.

Note: Students may not take ENGL 099 for further credit.

PREREQUISITES: CPT score of 41 or higher, or a grade of C 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:

SYNONYMOUS COURSE(S)
(a) Replaces: CMNS 095 (Course #) (Department/Program)
(b) Cannot take: ENGL 099 (Course #) (Department/Program)

TOTAL HOURS PER TERM: 45

TRAINING DAY-BASED INSTRUCTION
LENGTH OF COURSE: 25
HOURS PER DAY:

Lectures: 30 Hrs
Seminar: 15 Hrs
Laboratory: Hrs
Field Experience: Hrs
Student Directed Learning: Hrs
Other (Specify): Hrs

MAXIMUM ENROLLMENT: 25

EXPECTED FREQUENCY OF COURSE OFFERINGS:
Every semester

WILL TRANSFER CREDIT BE REQUESTED? (lower-level courses only) Yes ☐ No ☑
WILL TRANSFER CREDIT BE REQUESTED? (upper-level requested by department) Yes ☐ No ☑
TRANSFER CREDIT EXISTS IN BCCAT TRANSFER GUIDE: Yes ☑ No ☐

AUTHORIZATION SIGNATURES:

Course Designer(s): W. Burton; D. Luu; D. Smith; P. Burkhart
Chairperson: Moria Gutteridge-Kloster (Curriculum Committee)
Department Head: Raymond Welch
Dean: Dr. Eric Davis
PAC Approval in Principle Date: PAC Final Approval Date: Nov. 23, 2007
LEARNING OBJECTIVES / GOALS / OUTCOMES / LEARNING OUTCOMES:

• To learn how to craft paragraphs by generating topic, supporting, and transitional sentences.
• 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 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 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 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 (Please check:)

[ ] Yes  [ ] No

METHODS OF OBTAINING PLAR:
Challenge exam or 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:

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%

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