**UNIVERSITY COLLEGE OF THE FRASER VALLEY**

**COURSE INFORMATION**

**DISCIPLINE/DEPARTMENT:** Communications  
**IMPLEMENTATION DATE:** Fall 1979  
**Revised:** Nov 1998

<table>
<thead>
<tr>
<th>CMNS 125</th>
<th>Business Communications I</th>
<th>3</th>
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<tbody>
<tr>
<td><strong>SUBJECT/NUMBER OF COURSE</strong></td>
<td><strong>DESCRIPTIVE TITLE</strong></td>
<td><strong>UCFV CREDITS</strong></td>
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**CALENDAR DESCRIPTION:** An introduction to the general principles of technical and professional communications. Emphasis is on the communications process, descriptive, expository, and argumentative messages, and speeches. Document design and electronic messages are also studied and practiced.

**RATIONALE:**

**COURSE PREREQUISITES:** CPT score of 48 or better, or CMNS 099 with C+ or better, ENGL 101 with C or better, or ENGL 081 or 091 with C+ or better.

**COURSE COREQUISITES:** None

<table>
<thead>
<tr>
<th>HOURS PER TERM</th>
<th>FOR EACH STUDENT</th>
<th>MAXIMUM ENROLMENT: 23</th>
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<tbody>
<tr>
<td>Lecture 15 hrs</td>
<td>Laboratory 15 hrs</td>
<td>Learning hrs</td>
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<tr>
<td>Seminar 15 hrs</td>
<td>Seminar 15 hrs</td>
<td>Other - specify: hrs</td>
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<tr>
<td>Field Experience</td>
<td></td>
<td>TOTAL 45 HRS</td>
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Is transfer credit requested?  
- Yes 9  
- No

**AUTHORIZATION SIGNATURES:**

Course Designer(s): Ken Fernstrom  
Chairperson: Curriculum Committee

Department Head: W. Burton  
Dean: W.R. Bate

PAC: Approval in Principle  
PAC: Final Approval: December 16, 1998

OUTLN95/01/dd
CMNS 125
NAME & NUMBER OF COURSE

SYNONYMOUS COURSES:

(a) replaces ___CMNS 363_____
   (course #)

(b) cannot take ___CMNS 363_____
   for further credit
   (course #)

TEXTBOOKS, REFERENCES, MATERIALS  (List reading resources elsewhere)

TEXTS:

Course pack.

OBJECTIVES:

1. To demonstrate the elements of technical and professional communications.
2. To develop efficient use of the writing process, including planning, drafting, revising and proof-reading.
3. To experiment with tone, clarity, concise language, coherence and completeness.
4. To write narrative, exposition, and argument.
5. To demonstrate techniques of document design.
6. To work collaboratively to complete assignments.
7. To communicate effectively electronically.
8. To demonstrate effective professional public speaking.

METHODS:

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

STUDENT EVALUATION PROCEDURE:

(Approximate method of evaluation for guidance)

Quizzes                                      Up to 15%
Collaborative project                       15%
Writing assignments
   Summary of technical article
   Letter of adjustment
   Memo of instruction
   Letters of direction/order/congratulation
   Technical reports (memo/graphics, sales letter, complaint letter, recommendation)
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<tr>
<td>Speeches</td>
<td>Up to 15%</td>
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<tr>
<td>Midterm</td>
<td>5% (optional)</td>
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CMNS 125

NAME & NUMBER OF COURSE

COURSE CONTENT:

1. Elements of technical and professional writing.
2. Using language correctly in the workplace. Revising, editing and rewriting.
5. Communicating within the organization (exposition).
6. Communicating about workplace issues electronically.
7. Writing from the inside out: Communicating outside the organization.
8. Communicating within the organization (persuasion).
10. Reading and writing for various audiences.

TRANSFERABILITY:

Malaspina University College (EN 3 Credits); Open University (EN 3 Credits); Simon Fraser University (CMNS 200); Trinity Western University (CMNS 100 3 Credits); University of British Columbia (2nd Arts course 3 Credits); University College of the Cariboo (EN 3 Credits); University of Victoria (EN 225 1.5 Credits); University of Northern British Columbia (EN 100 level 3 Credits).

1Transfer credit was granted in 1997 for CMNS 125 and CMNS 155 as CMNS 200. Students at UCFV would not take CMNS 125 and CMNS 155, because these courses are very similar. The person in the Communications Department at SFU intended that the transfer credit would be CMNS 125 and CMNS 225 or CMNS 155 and CMNS 255. This error is being corrected.

2In progress.