UNIVERSITY COLLEGE of the FRASER VALLEY

PAC FORM #2

COURSE IMPLEMENTATION DATE: { Nov. 1998 **}**
COURSE REVISED IMPLEMENTATION DATE: { Sept. 2003 **}**
COURSE TO BE REVIEWED: { Nov. 2003 **}**
(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 125		3
COURSE NAME/NUMBER	**FORMER COURSE NUMBER**	**UCFV CREDITS**

Business Communications I
COURSE DESCRIPTIVE TITLE

CALENDAR DESCRIPTION:

An introduction to the general principles of technical and professional communications. Emphasis is on the communication process, descriptive, expository, and argumentative messages, and presentations. Document desgin and electronic messages are also studied and practiced.

PREREQUISITES: CPT score of 48 or better, or CMNS 099 or ENG 099 with a C or better, or ENG 081 or 091 with C+ or better, or ESL WG84 with a grade of C+ or better, or a grade of A in English 12, Literature 12, or TPC 12.

COREQUISITES: None

SYNONYMOUS COURSE(S)

(a) Replaces: _____ (Course #)

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

SERVICE COURSE TO:

CIS, Business Admin., Crim, Aviation, Library Tech., Agriculture (Department / Program)

_____ (Department / Program)

TOTAL HOURS PER TERM: 45

STRUCTURE OF HOURS:

Lectures:	15 hrs.
Seminar:	15 hrs.
Laboratory:	15 hrs.
Field Experience:	hrs.
Student Directed Learning:	hrs.
Other (Specify):	hrs.

Combination of Lecture and Lab Hours: Yes **YES/NO**

TRAINING DAY-BASED INSTRUCTION

LENGTH OF COURSE: N/A

HOURS PER DAY: N/A

MAXIMUM ENROLMENT: 25

EXPECTED FREQUENCY OF COURSE OFFERING: each semester

WILL TRANSFER CREDIT BE REQUESTED?: (Lower-level courses only)	**YES** X	**NO**
WILL TRANSFER CREDIT BE REQUESTED?: (Upper-level requested by department)	**YES** X	**NO**
TRANSFER CREDIT EXISTS IN BCCAT TRANSFER GUIDE:	**YES** X	**NO**

AUTHORIZATION SIGNATURES:

Course designer(s): Ken Fernstrom

Chairperson: Jim Anderson (Curriculum Committee)

Course reviewed by: Lynn Kirkland-Harvey

Department Head: Raymond Welch

Dean: Virginia Cooke

PAC Approval in Principle Date:

PAC Final Approval Date: 27-August-2003

CMNS 125

COURSE NAME / NUMBER

LEARNING OBJECTIVES / GOALS / OUTCOMES / LEARNING OUTCOMES:

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 presentations.

METHODS:

Reading and discussing examples of effective workplace writing.

Lectures.

Practitce exercises and simulations.

Collaborative exercises.

PRIOR LEARNING ASSESSMENT RECOGNITION (PLAR):

Credit can be awarded for this course through PLAR **YES** X **NO** ____

METHODS OF OBTAINING PLAR:

Portfolio, on-site case study.

TEXTBOOKS, REFERENCES, MATERIALS:

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

Guffey, M.E., Rhodes, K., & Rogin, P. (2001). Business communication: Process and product. (3rd Cdn. Ed.). Toronto: ITP.

SUPPLIES / MATERIALS:

STUDENT EVALUATION:

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

Practice Exercises: 15%

Assignments: 70%

Presentations: 15%

COURSE CONTENT:

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

1. Elements of technical and professional writing.
2. Using language correctly in the workplace. Revising, editing, and rewriting.
3. Using language effectively in the workplace. Audience/reader analysis.
4. Using inclusive language in technical and professional situations.
5. Communicating effectively inside and outside an organization.
6. Communicating effectively using electronic methods.
7. Working collaboratively.
8. Principles of professional presentations.