### 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.**

<table>
<thead>
<tr>
<th>Faculty/Department:</th>
<th>Communications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Name/Number:</td>
<td>CMNS 125</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Revised Implementation Date:</th>
<th>November-2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course To Be Reviewed:</td>
<td>(Four (4) Years After Implementation Date)</td>
</tr>
<tr>
<td>Month / Year:</td>
<td>November-1998</td>
</tr>
</tbody>
</table>

### Calendar Description:

This course offers an introduction to the general principles of technical and professional communications. Emphasis is on the communication process, presentations, and descriptive, expository, and argumentative messages. Document design 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:

### Synonymous Course(s)

(a) Replaces: | (Course #)
---|---
(b) Cannot take: | (Course #) for further credit

### Structure of Hours

<table>
<thead>
<tr>
<th>Total Hours Per Term:</th>
<th>45</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lectures:</td>
<td>15 hrs.</td>
</tr>
<tr>
<td>Seminar:</td>
<td>15 hrs.</td>
</tr>
<tr>
<td>Laboratory:</td>
<td>15 hrs.</td>
</tr>
<tr>
<td>Field Experience:</td>
<td>hrs.</td>
</tr>
<tr>
<td>Student Directed Learning:</td>
<td>hrs.</td>
</tr>
<tr>
<td>Other (Specify):</td>
<td>hrs.</td>
</tr>
</tbody>
</table>

| Combination of Lecture and Lab Hours: | Yes |

### Maximum Enrollment:

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 [ ] NO [ ]

### Transfer Credit Exists in BCCAT Transfer Guide:

- YES [X] NO [ ]

### Authorization Signatures:

- **Course designer(s):**
  - Ken Fernstrom

- **Chairperson:**
  - Jim Anderson

- **Course reviewed by:**
  - Lynn Kirkland-Harvey

- **Department Head:**
  - Original copy signed by Raymond Welch

- **Dean:**
  - Virginia Cooke

- **PAC Approval in Principle Date:**

- **PAC Final Approval Date:**

---

This course offers an introduction to the general principles of technical and professional communications. Emphasis is on the communication process, presentations, and descriptive, expository, and argumentative messages. Document design 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:**

- **Synonymous Course(s):**
  - Replaces: [Course #]
  - Cannot take: [Course #] for further credit

- **Structure of Hours:**
  - Total Hours Per Term: 45
  - 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

- **Maximum Enrollment:** 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 [ ] NO [ ]

- **Transfer Credit Exists in BCCAT Transfer Guide:**
  - YES [X] NO [ ]

---

**Authorized Signatures:**

- **Course designer(s):** Ken Fernstrom
- **Chairperson:** Jim Anderson
- **Course reviewed by:** Lynn Kirkland-Harvey
- **Department Head:** Raymond Welch
- **Dean:** Virginia Cooke
- **PAC Approval in Principle Date:**
- **PAC Final Approval Date:**
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.
Practice 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:


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.
5. Communicating effectively inside and outside an organization.
7. Working collaboratively.
8. Principles of professional presentations.