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

<table>
<thead>
<tr>
<th>FACULTY/DEPARTMENT:</th>
<th>Communications</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMNS 125</td>
<td>N/A</td>
</tr>
<tr>
<td>COURSE NAME/NUMBER</td>
<td>FORMER COURSE NUMBER</td>
</tr>
<tr>
<td></td>
<td>Business Communications</td>
</tr>
<tr>
<td></td>
<td>UCFV CREDITS</td>
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<td>3</td>
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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 design and electronic messages are also studies and practices.

PREREQUISITES: One of the following:

- CPT score of 48 or better
- CMNS 099 or ENGL 099 with a grade of C or better
- ENGL 081 or 091 with a grade of C+ or better
- ESL WG84 with a grade of C+ or better
- Completion of Level II of UCFV’s University Foundation Certificate Program
- English 12 or English Literature 12 with a final grade of A
- Technical and Professional Communication 12 with a final grade of A
- LPI score of 30/40 or level 5 or better in the essay section
- TOEFL (Test of English as a Foreign Language) score of 570 or better (or 230 if computer-based score), plus a minimum TWE (Essay) score of 4.0
- MELAB (Michigan English Language Assessment Battery) score of at least 85
- CAEL (Canadian Academic English Language) score of at least 70
- CanTEST score of at least 4.5 in Listening and Reading; a score of 4.0 in Writing.
- Cambridge Proficiency Examination – competence level of C
- IELTS (International English Language Testing System) score of at least 6.5 with no band less than 6.0
- UCFV English Language Assessment – results equivalent to completion of UCFV’s University Foundation Certificate Program Level 2 compulsory ESL core courses or articulated equivalent

COREQUISITES:

<table>
<thead>
<tr>
<th>SYNONYMOUS COURSE(S)</th>
<th>SERVICE COURSE TO:</th>
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<tbody>
<tr>
<td>(a) Replaces:</td>
<td>CIS, Business Admin. Crim, Aviation, Library Tech, Agriculture</td>
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<tr>
<td>(Course #)</td>
<td>(Department/Program)</td>
</tr>
<tr>
<td>(b) Cannot take:</td>
<td>for further credit.</td>
</tr>
<tr>
<td>(Course #)</td>
<td>(Department/Program)</td>
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TOTAL HOURS PER TERM: 45

TRAINING DAY-BASED INSTRUCTION

LENGTH OF COURSE: 45 HOURS PER DAY:

<table>
<thead>
<tr>
<th>STRUCTURE OF HOURS:</th>
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<tbody>
<tr>
<td>Lectures: 15 Hrs</td>
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<tr>
<td>Seminar: 15 Hrs</td>
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<tr>
<td>Laboratory: 15 Hrs</td>
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<tr>
<td>Field Experience: Hrs</td>
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<tr>
<td>Student Directed Learning: Hrs</td>
</tr>
<tr>
<td>Other (Specify): Hrs</td>
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</tbody>
</table>

MAXIMUM ENROLLMENT: 25

EXPECTED FREQUENCY OF COURSE OFFERINGS:

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
<table>
<thead>
<tr>
<th><strong>Course Designer(s):</strong></th>
<th><strong>Chairperson:</strong></th>
<th><strong>Department Head:</strong></th>
<th><strong>Dean:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Ken Fernstrom</td>
<td>Raymond Welch</td>
<td>Raymond Welch</td>
<td>Dr. Eric Davis</td>
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<tr>
<th><strong>UPAC Approval in Principle Date:</strong></th>
<th><strong>UPAC Final Approval Date:</strong></th>
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<tbody>
<tr>
<td></td>
<td>May 5, 2005</td>
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</table>
LEARNING OBJECTIVES / GOALS / OUTCOMES / LEARNING OUTCOMES:

1. To demonstrate the elements of technical and professional communications.
2. To develop use of the writing process, including planning, drafting, revising, and proof-reading.
3. To experiment with tone, clarify 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 (Please check:)
☑ Yes
☐ 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.