COURSE IMPLEMENTATION DATE: Nov 1998
COURSE REVISED IMPLEMENTATION DATE: September 2006
COURSE TO BE REVIEWED: May 2009
(Four years after UPAC final approval 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 the material will vary - see course syllabus available from instructor

FACULTY/DEPARTMENT:	**Communications**	
CMNS 125	N/A	3
COURSE NAME/NUMBER	FORMER COURSE NUMBER	UCFV CREDITS

Business Communications
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 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:

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

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

MAXIMUM ENROLLMENT: **25**
EXPECTED FREQUENCY OF COURSE OFFERINGS: **Each 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):	Ken Fernstrom	Chairperson:	*Raymond Welch*
Department Head:	Raymond Welch	Dean:	Dr. Eric Davis
UPAC Approval in Principle Date:		UPAC Final Approval Date:	May 5, 2005

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:]

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.