CMNS 125

Introduction to Workplace Communication

COURSE NAME/NUMBER: CMNS 125
FACULTY/DEPARTMENT: Communications
UCFV CREDITS: 3

CALENDAR DESCRIPTION:
An introduction to the general principles of technical and professional communications. Emphasis is on the communication process, in particular, direct, indirect, and persuasive messages and presentations. Document design and electronic messaging are also studied and practiced.

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, 090 or 091 with a grade of C+ or better; ESL WG84 with a grade of C+ or better; Completion of Level II of UFV’s University Foundation Certificate Program; English 12 with a final grade of B; English Literature 12 with a final grade of B; Technical and Professional Communication 12 with a final grade of B; Any first year university-credit Communications or English course with a grade of C- or better; 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; UFV English Language Assessment – results equivalent to completion of UFV’s University Foundation Certificate Program Level 2 compulsory ESL core courses; or articulated equivalent.

TOTAL HOURS PER TERM: 45

TRAINING DAY-BASED INSTRUCTION:

STRUCTURE OF HOURS:
- Lectures: 15 Hrs
- Seminar: 15 Hrs
- Laboratory: 15 Hrs
- Field experience: Hrs
- Student directed learning: Hrs
- Other (specify): Hrs

Maximum enrolment: 25

Expected frequency of course offerings: Every semester
(every semester, annually, every other year, etc.)

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

Course designer(s): Ken Fernstrom
Department Head: Lynn Kirkland Harvey
Date approved: May 20, 2008
Supporting area consultation (UPACA1) Date of meeting: June 6, 2008
Curriculum Committee chair: Moira Gutteridge Date approved: June 6, 2008
Dean/Associate VP: Eric Davis Date approved: June 2008
Undergraduate Program Advisory Committee (UPAC) approval Date of meeting: August 25, 2008
LEARNING OUTCOMES:

Upon successful completion of this course, students will be able to:

1. Demonstrate the elements of technical and professional communication.
2. Apply the writing process, including planning, drafting, revising, editing, and proofing.
3. Adapt messages for tone, vocabulary, coherence, and completeness for specific purposes and audiences.
4. Write direct, indirect, and persuasive messages.
5. Demonstrate the techniques of document design.
6. Communicate effectively electronically.
7. Develop and deliver effective and professional presentations.
9. Create an effective employment application package.

METHODS: (Guest lecturers, presentations, online instruction, field trips, etc.)
   - Reading and discussing examples of effective workplace writing
   - Lectures
   - Practice exercises and simulations
   - Collaborative exercises
   - Computer lab activities
   - Online activities

METHODS OF OBTAINING PRIOR LEARNING ASSESSMENT RECOGNITION (PLAR):

- Examination(s)
- Portfolio assessment
- Interview(s)

- Other (specify):

- PLAR cannot be awarded for this course for the following reason(s):

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 (e.g. rough drafts, quizzes, case-studies): 15%
  - Workplace writing assignments (letters, memos/emails, postings): 70%
    - Direct messages (requests, replies, claims, adjustments)
    - Indirect messages
    - Persuasive/sales messages
    - Employment materials (portfolios, cover letters, resumes, applications, interviews)
  - Oral or webpage presentations: 15%

COURSE CONTENT:

- Course content varies by instructor. An example of course content might be:
  - Elements of technical and professional writing.
  - Using language correctly in the workplace. Drafting, revising, editing, proofing.
  - Using language effectively in the workplace. Purpose/audience analysis.
  - Using inclusive language in technical and professional situations.
  - Communicating using electronic methods.
  - Communicating inside an organization.
  - Communicating outside an organization.
  - Principles of professional presentations (oral and webpage).