**OFFICIAL UNDERGRADUATE 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 – see course syllabus available from instructor

<table>
<thead>
<tr>
<th>CMNS 125</th>
<th>Communications</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>COURSE NAME/NUMBER</td>
<td>FACULTY/DEPARTMENT</td>
<td>UCFV CREDITS</td>
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<tr>
<td>Introduction to Workplace Communication</td>
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**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 60 or better; English Literature 12 with a final grade of 60 or better; Technical and Professional Communication 12 with a final grade of C+; 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.

**SYNONYMOUS COURSE(S):**

(a) Replaces:  

(b) Cross-listed with:  

(c) Cannot take: for further credit.

**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:  

**OTHER:**

- 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
<table>
<thead>
<tr>
<th>Course designer(s):</th>
<th>Ken Fernstrom</th>
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<tbody>
<tr>
<td>Department Head:</td>
<td>Lynn Kirkland Harvey</td>
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<tr>
<td>Date approved:</td>
<td>February 2009</td>
</tr>
<tr>
<td>Supporting area consultation (UPACA1)</td>
<td></td>
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<tr>
<td>Date of meeting:</td>
<td>February 13, 2009</td>
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<tr>
<td>Curriculum Committee chair:</td>
<td>Moira Gutteridge</td>
</tr>
<tr>
<td>Date approved:</td>
<td>February 2009</td>
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<tr>
<td>Dean/Associate VP:</td>
<td>Eric Davis</td>
</tr>
<tr>
<td>Date approved:</td>
<td>February 24, 2009</td>
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<tr>
<td>Undergraduate Program Advisory Committee (UPAC) approval</td>
<td></td>
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<tr>
<td>Date of meeting:</td>
<td>February 27, 2009</td>
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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:]
1. Elements of technical and professional writing.
2. Using language correctly in the workplace. Drafting, revising, editing, proofing.
5. Communicating using electronic methods.
6. Communicating inside an organization.
7. Communicating outside an organization.
8. Principles of professional presentations (oral and webpage).