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.

CMNS 125
Introduction to Workplace Communication

COURSE NAME/NUMBER FACULTY/DEPARTMENT UFV CREDITS

Communications 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: CPT score of 48 or better, or evidence of any accepted test score or course grade listed under the English Language Proficiency Standards published in the UFV calendar and listed on the UFV website.

SYNONYMOUS COURSE(S):

(a) Replaces: 
(b) Cross-listed with: 
(c) Cannot take: for further credit.

SERVICE COURSE TO: (department/program)
CIS, Business Admin., Crim, Aviation, Library 
Tech, Agriculture

TOTAL HOURS PER TERM: 45

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

Course designer(s): Ken Fernstrom

Department Head: David Thomson Date approved: November 4, 2011
Supporting area consultation Date of meeting: December 2, 2011
Curriculum Committee chair: Tetsuomi Anzai Date approved: January 24, 2012
Dean/Associate VP: Jacqueline Nolte Date approved: January 20, 2011
Undergraduate Education Committee (UEC) approval Date of meeting: February 3, 2012
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).