## 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 material will vary — see course syllabus available from instructor.

<table>
<thead>
<tr>
<th>FACULTY/DEPARTMENT:</th>
<th>CMNS 145</th>
<th>CMNS 145</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>COURSE NAME/NUMBER</td>
<td>CMNS 145</td>
<td></td>
<td></td>
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<tr>
<td>FORMER COURSE NUMBER</td>
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<tr>
<td>COREQUISITES:</td>
<td>Technical Communications for Drafting</td>
<td></td>
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<tr>
<td>UCFV CREDITS</td>
<td>3</td>
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### Calendar Description:
This course provides an introduction to general principles of effective written and oral communication for students enrolled in UCFV's Drafting Technician Certificate program. The focus is on commonly used reports (e.g., progress, field, site investigation) and technical correspondence.

### Prerequisites:
Acceptance into Drafting Technician certificate program, or CPT of 48 or better and permission of instructor.

### Corequisites:

#### Synonymous Course(s)

- (a) Replaces: [Course #]
- (Course #)

- (b) Cannot take: for further credit

#### Service Course to:

- Drafting

### Structure of Hours:

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Field Experience:</td>
<td>Student Directed Learning:</td>
<td>Other (Specify):</td>
</tr>
<tr>
<td>Hrs.</td>
<td>Hrs.</td>
<td>Hrs.</td>
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</tbody>
</table>

Combination of Lecture and Lab Hours: YES / NO

### Maximum Enrolment:

25

### Expected Frequency of Course Offering:

<table>
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<tr>
<th>N/A</th>
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</thead>
</table>

2 sections per year

### Will Transfer Credit Be Requested? (Lower-level courses only)

- YES X NO

### Will Transfer Credit Be Requested? (Upper-level requested by department)

- YES NO X

### Transfer Credit Exists in BCCAT Transfer Guide:

- YES X NO

### Authorization Signatures:

- Course designer(s): K. Fernstrom/ R. Welch
- Chairperson: [Curriculum Committee]
- Course reviewed by: D. Thomson
- Department Head: Raymond Welch
- Dean: Virginia Cooke
- PAC Approval in Principle Date: N/A
- PAC Final Approval Date: 24-Mar-04

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This course provides an introduction to general principles of effective written and oral communication for students enrolled in UCFV's Drafting Technician Certificate program. The focus is on commonly used reports (e.g., progress, field, site investigation) and technical correspondence.
LEARNING OBJECTIVES / GOALS / OUTCOMES / LEARNING OUTCOMES:

1. To demonstrate the elements of technical and professional communications. 
2. To develop efficient use of the writing process, including planning, drafting, revising, and proof-reading. 
3. To develop effective use of tone, clarity, concise language, coherence, and completeness. 
4. To learn forms and purposes of commonly used technical reports, letters, and other kinds of technical communication. 
5. To demonstrate techniques of document design, including organization of text and use of illustration. 
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 and ineffective workplace writing. 
Lectures. 
Exercises and simulations. 
Collaborative exercises. 

PRIOR LEARNING ASSESSMENT RECOGNITION (PLAR):

Credit can be awarded for this course through PLAR YES ☑ NO ___

METHODS OF OBTAINING PLAR:

Portfolio. 

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:]

<table>
<thead>
<tr>
<th>Assignments, including:</th>
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<tbody>
<tr>
<td>Work-related correspondence 45%</td>
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<tr>
<td>Employment materials 20%</td>
</tr>
<tr>
<td>Drafting-related trip report 10%</td>
</tr>
<tr>
<td>Instructional document 10%</td>
</tr>
<tr>
<td>Drawings 15%</td>
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</tbody>
</table>

**COURSE CONTENT:**

[Course content varies by instructor. An example of course content might be:]

1. Introductions, diagnostic essay
2. Technical communications, formats for routine workplace documents (memos, letters, e-mail)
3. Persuasion and indirect strategies for letters and memos
4. Short reports: organizing and designing informational reports
5. Assembling an employment package/portfolio
6. Researching the job market/preparing for interviews
7. Practicing interview skills
8. Writing instructional materials
9. Proposals for technical and non-technical audiences
10. Creating visual aids
11. Presentation strategies: workshop and planning
12. Oral presentations based on working plans