### OFFICIAL UNDERGRADUATE COURSE OUTLINE INFORMATION

Students are advised to keep course outlines in personal files for future use.

**CMNS 145**  
Communications  
3  

<table>
<thead>
<tr>
<th>COURSE NAME/NUMBER</th>
<th>FACULTY/DEPARTMENT</th>
<th>UCFV CREDITS</th>
</tr>
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<tbody>
<tr>
<td>Technical Communications for Drafting</td>
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<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.

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

**TOTAL HOURS PER TERM:** 45  
**TRAINING DAY-BASED INSTRUCTION:**  
Length of course:  

<table>
<thead>
<tr>
<th>Lecture</th>
<th>Seminar</th>
<th>Laboratory</th>
<th>Field experience</th>
<th>Student directed learning</th>
<th>Other (specify):</th>
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<tbody>
<tr>
<td>15 Hrs</td>
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<th>OTHER:</th>
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<tr>
<td>Maximum enrolment: 25</td>
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<tr>
<td>Expected frequency of course offerings: 2 sections per year (every semester, annually, every other year, etc.)</td>
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**WILL TRANSFER CREDIT BE REQUESTED? (lower-level courses only)**  
[X] Yes  
[ ] No

**WILL TRANSFER CREDIT BE REQUESTED? (upper-level requested by department)**  
[ ] Yes  
[ ] No

**TRANSFER CREDIT EXISTS IN BCCAT TRANSFER GUIDE:**  
[X] Yes  
[ ] No

**SERVICE COURSE TO:**  
(department/program) Drafting

**Course designer(s):**  
K. Fernstrom/ R. Welch

**Department Head:**  
Lynn Kirkland-Harvey  
Date approved: Nov. 19, 2007

**Supporting area consultation (UPACA1):**  
Moira Gutteridge-Kloster  
Date approved:  
Date of meeting:  

**Curriculum Committee chair:**  
[ ] Yes  
[ ] No

**Dean/Associate VP:**  
Eric Davis  
Date approved:  
Date of meeting: Feb. 29, 2008

**Undergraduate Program Advisory Committee (UPAC) approval:**  
[X] Yes  
[ ] No

**COURSE IMPLEMENTATION DATE:**  
November 1998

**COURSE REVISED IMPLEMENTATION DATE:**  
September 2008

**COURSE TO BE REVIEWED:**  
February 2012 (four years after UPAC approval) (month, year)
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: (Guest lecturers, presentations, online instruction, field trips, etc.)
Reading and discussing examples of effective and ineffective workplace writing; lectures; exercises and simulations; collaborative exercises.

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:]
10-12 Assignments, including:
Work-related correspondence  45%
Employment materials  20%
Drafting-related trip report  10%
Instructional document  10%
Presentation of working drawings  15%

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