COURSE NAME/NUMBER: CMNS 145
FACULTY/DEPARTMENT: Communications
UFV CREDITS: 3

COURSE DESCRIPTIVE TITLE: Technical Communications for Drafting

CALENDAR DESCRIPTION:
This course provides an introduction to general principles of effective written and oral communication for students enrolled in UFW's Architectural Drafting Technician certificate program. The focus is on commonly used reports (e.g., progress, field, site investigation) and technical correspondence.

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

COREQUISITES:

SYNONYMOUS COURSE(S):
(a) Replaces:
(b) Cross-listed with:
(c) Cannot take:

SERVICE COURSE TO: (department/program)

TOTAL HOURS PER TERM: 45

TRAINING DAY-BASED INSTRUCTION:
Length of course: ____________________
Hours per day: ____________________

OTHER:
Maximum enrolment: 25
Expected frequency of course offerings: 2 sections per year
(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): K. Fernstrom/R. Welch reviewed by Samantha Patridge

Department Head: David Thomson
Date approved: April 17, 2012

Campus-Wide Consultation (CWC)
Date of meeting: n/a

Curriculum Committee chair: Tetsuomi Anzai
Date approved: October 2012

Dean/Associate VP: Dr. Jacqueline Nolte
Date approved: October 2012

Undergraduate Education Committee (UEC) approval
Date of meeting: October 26, 2013
LEARNING OUTCOMES:
Upon successful completion of this course, students will be able to:
1. demonstrate the elements of technical and professional communications.
2. use the writing process, including planning, drafting, revising, and proof-reading.
3. demonstrate effective use of tone, clarity, concise language, coherence, and completeness.
4. produce commonly used technical reports, letters, and other kinds of technical communication.
5. demonstrate techniques of document design, including organization of text and use of illustration.
6. collaborate to complete assignments.
7. communicate effectively electronically.
8. deliver 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:
N/A

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 graphics 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