**COURSE NAME/NUMBER:** CMNS 155

**COMMUNICATIONS FOR HUMAN SERVICES**

**SYNOPTIC COURSE(S):**

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**PREREQUISITES:**
- CPT score of 48 or better, or CMNS 099 or ENG 099 with a C or better, or ENG 081 or 091 with a C+ or better, or ESL WG84 with a grade of C+ or better, or a grade of A in English 12, Literature 12, or TPC 12.

**COREQUISITES:**
- None

**SYNONYMOUS COURSE(S):**
- Replaces:
- 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.

**Combination of Lecture and Lab Hours:** YES/NO

**MAXIMUM ENROLMENT:** 25

**EXPECTED FREQUENCY OF COURSE OFFERING:** each semester

**WILL TRANSFER CREDIT BE REQUESTED?: (Lower-level courses only)**

- YES 
- X
- NO

**WILL TRANSFER CREDIT BE REQUESTED?: (Upper-level requested by department)**

- YES 
- X
- NO

**TRANSFER CREDIT EXISTS IN BCCAT TRANSFER GUIDE:**

- YES 
- X
- NO

**AUTHORIZATION SIGNATURES:**

- Course designer(s): Ken Fernstrom
- Chairperson: Jim Anderson
- (Curriculum Committee)
- Course reviewed by: Wendy Burton
- Department Head: Raymond Welch
- Dean: Virginia Cooke
- PAC Approval in Principle Date: 
- PAC Final Approval Date: 27-August-2003

**CALENDAR DESCRIPTION:**
Introduction to theory and practice of professional technical communications. Included are the communication principles of organization and structure, essay writing, narrative, exposition and argument in workplace writing, and presentations.

**COMMENTS:**
Shaded headings are subject to change at the discretion of the department and material will vary ~ see course syllabus available from instructor.

**OFFICIAL COURSE OUTLINE INFORMATION**

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

**TRAINING DAY-BASED INSTRUCTION**

- **LENGTH OF COURSE:** N/A
- **HOURS PER DAY:** N/A

**UCFV CREDITS**

- Communications for Human Services

**FORMER COURSE NUMBER**

- CMNS 155

**COURSE DESCRIPTIVE TITLE**

- Introduction to theory and practice of professional technical communications. Included are the communication principles of organization and structure, essay writing, narrative, exposition and argument in workplace writing, and presentations.

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LEARNING OBJECTIVES / GOALS / OUTCOMES / LEARNING OUTCOMES:

1. To understand and apply the theory of the communications process.
2. To learn the elements of effective communications.
3. To learn the theory of and to practice secondary academic essay writing, including research and documentation.
4. To learn the fundamentals of effective professional public speaking.
5. To demonstrate the rhetorical forms: narrative, exposition, and argument as they are relevant to professional and technical communications.

METHODS:

Reading and discussing academic essays; lectures; practice; collaborative exercises; peer editing.

PRIOR LEARNING ASSESSMENT RECOGNITION (PLAR):

Credit can be awarded for this course through PLAR

YES __________  NO __________

METHODS OF OBTAINING PLAR:

TEXTBOOKS, REFERENCES, MATERIALS:

[Textbook selection varies by instructor. An example of texts for this course might be:]

SUPPLIES / MATERIALS:
CMNS 155

STUDENT EVALUATION:

[An example of student evaluation for this course might be:]
(General method of evaluation. This method will vary.)

Exercises = 20% of course work.
Library Assignment _______ / 10
Observation exercise (description) 1 _______ / 15
Observation exercise (description) 2 _______ / 25
Summary exercise _______ / 15
Job search exercise _______ / 10

Final drafts (technical and professional writing) = 40% of course work
Incident report (narrative) ________ / 25
Two direct messages _______ / 25; _______ / 25
Two indirect messages _______ / 25; _______ / 25
Two persuasive messages _______ / 25; _______ / 25

Essay = 35% of course work
Annotated bibliography _______ / ✓
Working outline _______ / ✓
Preliminary topic selection _______ / ✓
Thesis statement development _______ / ✓
Essay (argument) _______ / ✓

Speech = 5% of course work
Quizzes or Midterms = 5-10% (optional)

COURSE CONTENT:

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

1. Planning academic research projects (the argument). Choosing an essay topic. Developing a research question.
3. Refining the thesis statement.
4. Writing research summaries.
5. Completing the research process.
7. Outlining. Writing the rough draft. Format and documentation.
8. Revising, editing, and rewriting.
10. Writing messages to inform (exposition). Writing routine messages efficiently.
11. Writing the incident report (narrative).
13. Speeches: A ten-minute presentation, supported by visual aids, on a subject relevant to your field of study.

TRANSFERABILITY:

Open University (EN 3 Credits); University of British Columbia (Arts 2nd 3 Credits); Simon Fraser University (Communications 2nd year¹); University College of the Cariboo (EN 3 Credits); University of Victoria (EN 225 1.5 Credits); University of Northern British Columbia (EN 100 level 3 credits).

¹Transfer credit was granted in 1997 for CMNS 125 and CMNS 155 as CMNS 200. Students at UCFV would not take CMNS 125 and CMNS 155, because these courses are very similar. The person in the Communications department at SFU intended that the transfer credit would be CMNS 125 and CMNS 225 or CMNS 155 and CMNS 255. This error is being corrected.