### 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.

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<th>FACULTY/DEPARTMENT:</th>
<th>COMMUNICATIONS</th>
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<td>CMNS 155</td>
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<table>
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<tr>
<th>COURSE NAME/NUMBER</th>
<th>FORMER COURSE NUMBER</th>
<th>UCFV CREDITS</th>
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<tr>
<td>CMNS 155</td>
<td>Communications for Human Services</td>
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**COURSE DESCRIPTIVE TITLE**

CMNS 155 will introduce the students to the theory and practice of academic and professional technical communications. Course topics include the communication principles of organization and structure, essay writing, narrative, exposition, and argument in workplace writing and presentations.

Note: Accepted for meeting the UCFV Bachelor of Arts writing requirement or as an elective in the BA program.

**PREREQUISITES:**

CPT score of 48 or better, or CMNS 099 or ENGL 099 with a C or better, or ENGL 081 or 091 with 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)**

(a) Replaces:

(b) Cannot take: for further credit

**SERVICE COURSE TO:**

Criminology, Early Childhood Education (ECE), Social Work & Human Services

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<th>TRAINING DAY-BASED INSTRUCTION</th>
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<td><strong>TOTAL HOURS PER TERM:</strong> 45</td>
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**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

**AUTHORIZED SIGNATURES:**

Course designer(s): Ken Fernstrom
Course reviewed by: Paul Burkhart
Department Head: Raymond Welch
Chairperson: Jim Anderson (Curriculum Committee)
Dean: Virginia Cooke
PAC Approval in Principle Date: 24-March-2004
PAC Final Approval Date: 24-March-2004

**TOTAL HOURS PER TERM:**

- 15 hrs. Lectures
- 15 hrs. Seminar
- 15 hrs. Laboratory
- hrs. Field Experience
- hrs. Student Directed Learning
- hrs. Other (Specify)

**COMBINATION OF LECTURE AND LAB HOURS:** YES/NO

**LENGTH OF COURSE:** N/A

**HOURS PER DAY:** N/A
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          X          NO

METHODS OF OBTAINING PLAR:

Portfolio, On-Site Case Study

TEXTBOOKS, REFERENCES, MATERIALS:

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

Guffey, Mary Ellen: Business Communication: Process and Product
Hubbuch, Susan: Writing Research Papers Across the Curriculum

SUPPLIES / MATERIALS:

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)
CMNS 155

COURSE NAME / NUMBER

CMNS155-20040324

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**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.

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**TRANSFERABILITY:**

Open University (EN 3 Credits); University of British Columbia (Arts 2nd 3 Credits);
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).

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Note: further articulation with additional institutions is in progress.