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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<td>COURSE NAME/NUMBER</td>
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REPORT WRITING FOR BUSINESS, INFORMATION TECHNOLOGIES, SOCIAL AND HUMAN SERVICES

COURSE DESCRIPTIVE TITLE

CALENDAR DESCRIPTION:

This course introduces the skills of report writing in a business and/or social sciences context. Students will develop the skills and principles learned in CMNS 155 or CMNS 125. The main focus is the formal research report, including a research proposal, progress reports, and formal presentations. Secondary research skills, project planning, documentation and citations, and data collection and manipulation are practised.

PREREQUISITES:

C in CMNS 155, or CMNS 125, or English 105.

COREQUISITES:

Agriculture 244/245 for those taking CMNS 250 in the Agriculture Technology Diploma.

SYNONYMOUS COURSE(S)

(a) Replaces: CMNS 225 AND CMNS 255

(b) Cannot take for further credit

SERVICE COURSE TO:

Business Administration, Aviation, Computer Information

Criminal Justice, Early Childhood Education, Social Services

TOTAL HOURS PER TERM: 45 [ TRAINING DAY-BASED INSTRUCTION   __________________________ 

STRUCTURE OF HOURS:

Lectures: 15 hrs
Seminar: 5 hrs
Laboratory: 5 hrs
Field Experience: hrs
Student Directed Learning: 20 hrs
Other (Specify): hrs

MAXIMUM ENROLMENT: 23

EXPECTED FREQUENCY OF COURSE OFFERING: Every year, in the Winter semester, with exceptions

WILL TRANSFER CREDIT BE REQUESTED? YES X NO

TRANSFER CREDIT EXISTS IN BCCAT TRANSFER GUIDE: YES X NO

AUTHORIZATION SIGNATURES:

Course designer(s): Communications Department Faculty Chairperson: __________________________ (Curriculum Committee)
Department Head: ___________________________ Dean: ____________________________
Wendy Burton Dick Bate
PAC Approval in Principle Date: ____________________________ PAC Final Approval Date: November 24, 1999
LEARNING OBJECTIVES / GOALS / OUTCOMES:
1. To learn the forms and purposes of common workplace reports.
2. To demonstrate the function and purpose of a research proposal.
3. To analyse common primary research methodology and methods.
4. To undertake an extended research project, using secondary research skills.
5. To demonstrate techniques of document design.
6. To write a persuasive report on an issue relevant to the student’s field of study or field of interest.
7. To demonstrate competence with common methods of documentation and citation: APA, MLA, ASA.
8. To speak effectively on the subject of the report, to illustrate the presentation, and to answer questions.

METHODS:
collaborative and cooperative exercises, demonstrations, individual consultations, lectures, written and oral feedback on project

PRIOR LEARNING ASSESSMENT RECOGNITION (PLAR):
Credit can be awarded for this course through PLAR YES X NO 

METHODS OF OBTAINING PLAR:
Methods being developed at this time. Please consult the department head.

TEXTBOOKS, REFERENCES, MATERIALS:

SUPPLIES / MATERIALS:

STUDENT EVALUATION:
(the following is an example only. Each instructor may vary the length and complexity of sections of the course and weighting will vary subsequently. Consult the current course outline distributed at the first class for each course.)
Exercises: 15%; memoranda and short reports: 35%; formal report: 35%; report presentation: 15%.

Department letter grade equivalents:
A+ = 94 = 100%; A = 89 - 93%; A- = 87 - 88%; B+ = 82 - 85%; B = 78 - 81%; B- = 76-77%; C+ = 71 - 74%;
C = 66 - 70%; C- = 63 - 65%; P = 60 - 62%
COURSE CONTENT:

S Types and characteristics of reports. Overview of the major project requirements. Guidelines for topic selection.
- Defining the research problem and the purpose of the report. Preliminary topic selection. Time line development.
  Research orientation/library exercise.
S Principles and process of report writing. The project plan and proposal, statement of purpose, scope and limitations, intended audience, sources and methods, tentative outline, time line.
S Primary research methodologies. Qualitative and quantitative research methods.
- Secondary research skills. Managing research data.
S Preliminary report plan (two to five minute speech).
- The informal-formal continuum. Direct and indirect report plans.
S Writing report proposals and report plans.
- Preliminary outlines. Annotated Bibliography.
S Time management memorandum report
S Planning graphics.
- Second (persuasive) progress report. Preparing formal outlines.
S Writing and revising the rough draft. Peer editing.
- Preparing in-text citations.
S Document design and presentation.
- Preparing formal speeches from reports.