**UPAC FORM #2 (Page 1)**

**OFFICIAL COURSE OUTLINE INFORMATION**

<table>
<thead>
<tr>
<th>FACULTY/DEPARTMENT:</th>
<th>Communications</th>
</tr>
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<tbody>
<tr>
<td>COURSE NAME/NUMBER</td>
<td>CMNS 251</td>
</tr>
<tr>
<td>FORMER COURSE NUMBER</td>
<td>N/A</td>
</tr>
<tr>
<td>UCFV CREDITS</td>
<td>3</td>
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<tr>
<td>COURSE DESCRIPTIVE TITLE</td>
<td>Professional Report Writing</td>
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**CALENDAR DESCRIPTION:**

This course teaches advanced skills for short to mid-length informational and analytical reports common to the workplace. Students learn to research, interpret, organize, and critically evaluate information. There is an emphasis on solving problems, using evidence, making carefully informed decisions and realistic recommendations as well as adapting the message to the audience. The importance of document design, accurate documentation of sources, responsible use of rhetoric, and clear and purposeful writing are strongly promoted.

**PREREQUISITES:** One of CMNS 115, CMNS 125, CMNS 145, CMNS 155, CMNS 165, CMNS 175, or ENGL 105.

**TOTAL HOURS PER TERM:** 45

**TRAINING DAY-BASED INSTRUCTION**

<table>
<thead>
<tr>
<th>STRUCTURE OF HOURS</th>
<th>HOURS PER DAY</th>
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<tbody>
<tr>
<td>Lectures: 15 Hrs</td>
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<td>Seminar: 5 Hrs</td>
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<td>Laboratory: 5 Hrs</td>
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<tr>
<td>Field Experience:</td>
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<td>Student Directed Learning:</td>
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<td>Other (Specify):</td>
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<td>20 Hrs</td>
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**MAXIMUM ENROLLMENT:** 25

**EXPECTED FREQUENCY OF COURSE OFFERINGS:**

- 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

**AUTHORIZED SIGNATURES:**

<table>
<thead>
<tr>
<th>Course Designer(s):</th>
<th>Chairperson:</th>
<th>Department Head:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doug Smith &amp; David Thomson</td>
<td>Raymond Welch (Curriculum Committee)</td>
<td>Raymond Welch</td>
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<tr>
<th>UPAC Approval in Principle Date:</th>
<th>UPAC Final Approval Date:</th>
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<tbody>
<tr>
<td>February 27, 2009</td>
<td>Apr. 24, 2009</td>
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</table>
LEARNING OBJECTIVES / GOALS / OUTCOMES / LEARNING OUTCOMES:
1. To learn the forms and purposes of common workplace reports.
2. To practice research and documentation methods.
3. To learn techniques for solving workplace problems through analysis, research and critical thinking.
4. To learn how to interpret, evaluate, and organize researched information.
5. To organize and compose a variety of short to mid-length reports, individually and/or collaboratively.
6. To develop appropriate and effective graphic aids to support report outcomes.
7. To present effectively on the subject of a report and answer pertinent questions.
8. To practice clear, concise, and logical expression of ideas.

METHODS:
Collaborative and cooperative exercises, demonstrations, lectures, written and oral feedback on reports.

PRIOR LEARNING ASSESSMENT RECOGNITION (PLAR):
Credit can be awarded for this course through PLAR (Please check:)  ☒ Yes  ☐ No

METHODS OF OBTAINING PLAR:
Portfolio Assessment

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:]
1. Trip report memo  5%
2. Incident report memo  5%
3. Lab, Field, or Inspection report  10%
4. Yardstick report  10%
5. Written progress report and presentation  5%
6. Brief proposal/tentative report plan for assignment #10  5%
7. Presentation of report & self-evaluation  10%
8. Instructional, directive, or technical briefing  10%
9. Feasibility report  10%
10. Justification/Recommendation report or Investigative report (1000-1200 words)  20%
11. Presentation of Justification/Recommendation or Investigative report  10%
100%
COURSE CONTENT:

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

• Course introduction; overview of workplace short-report writing.
• Informational reports: types, purposes, functions.
• Workplace problem solving: task analysis, adaptation to audience.
• Research methods, interpretation of information, critical evaluation, organization of information, ideas, and reasoning; making a work plan.
• Documentation of sources, formatting of documents, use of graphic highlighting and illustrations; importance of aesthetics.
• Composing, revising, proofreading, and evaluating the first draft and subsequent drafts.
• Oral presentation and audio-visual techniques.
• Short oral reports.
• Analytical reports: types, purposes, functions.
• Using evidence, drawing conclusions, and making recommendations.
• Report components, language, and rhetoric.
• Longer oral reports and evaluations.
• Longer oral reports and evaluations (continued).