OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

Note: The University reserves the right to amend course outlines as needed without notice.

Course Code and Number: CMNS 251
Number of Credits: 3  Course credit policy (105)

Course Full Title: Professional Report Writing
Course Short Title: Professional Report Writing

Faculty: Faculty of Humanities  Department (or program if no department): Communications

Calendar Description:
Advanced skills for short to mid-length reports in both print and digital formats. Students learn to research, interpret, organize, and evaluate information. Document design, accurate documentation of sources, responsible use of rhetoric, and clear and purposeful writing are strongly promoted.

Prerequisites (or NONE): One of CMNS 115, CMNS 125, CMNS 145, CMNS 155, CMNS 175, or ENGL 105.
Corequisites (if applicable, or NONE): None.
Pre/corequisites (if applicable, or NONE): None.

Equivalent Courses (cannot be taken for additional credit)
Former course code/number: 
Cross-listed with: 
Equivalent course(s):
Note: Equivalent course(s) should be included in the calendar description by way of a note that students with credit for the equivalent course(s) cannot take this course for further credit.

Transfer Credit
Transfer credit already exists: ☒ Yes ☐ No
Transfer credit requested (OReg to submit to BCCAT): ☐ Yes ☒ No (Note: If yes, fill in transfer credit form)
Resubmit revised outline for articulation: ☐ Yes ☒ No
To find out how this course transfers, see bctransferguide.ca.

Total Hours: 45
Typical structure of instructional hours:

<table>
<thead>
<tr>
<th>Instructional Activity</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Lecture hours</td>
<td>15</td>
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<tr>
<td>Seminars/tutorials/workshops</td>
<td>5</td>
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<tr>
<td>Laboratory hours</td>
<td>5</td>
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<tr>
<td>Field experience hours</td>
<td></td>
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<tr>
<td>Experiential (practicum, internship, etc.)</td>
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<tr>
<td>Online learning activities</td>
<td></td>
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<tr>
<td>Other contact hours: workshop</td>
<td>20</td>
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<td><strong>Total</strong></td>
<td><strong>45</strong></td>
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Special Topics
Will the course be offered with different topics?
☐ Yes ☒ No
If yes,
Different lettered courses may be taken for credit:
☐ No ☐ Yes, repeat(s) ☒ Yes, no limit

Note: The specific topic will be recorded when offered.

Maximum enrolment (for information only): 25
Expected frequency of course offerings (every semester, annually, etc.): every semester

Department / Program Head or Director: Samantha Pattridge  Date approved: October 4, 2013
Campus-Wide Consultation (CWC)  Date of posting: n/a
Faculty Council approval  Date approved: March 14, 2014
Dean/Associate VP: Jacqueline Nolte  Date approved: March 14, 2014
Undergraduate Education Committee (UEC) approval  Date of meeting: March 25, 2014
Learning Outcomes
Upon successful completion of this course, students will be able to:
1. Determine the forms and purposes of common workplace reports.
2. Gather and document information using current research and retrieval services and APA methods.
3. Demonstrate techniques for solving workplace problems through analysis, research, and critical thinking.
4. Interpret, evaluate, and organize researched information.
5. Organize and compose a variety of short to mid-length informational and analytical reports, individually and/or collaboratively.
6. Produce and adapt reports for both digital and print audiences.
7. Develop appropriate and effective graphic aids to support report outcomes.
8. Present effectively on the subject of a report and answer pertinent questions concisely.
9. Demonstrate the ability to express ideas concisely, clearly, and logically.
10. Engage productively in team-based activities.

Prior Learning Assessment and Recognition (PLAR)
☑ Yes ☐ No, PLAR cannot be awarded for this course because

Typical Instructional Methods (guest lecturers, presentations, online instruction, field trips, etc.; may vary at department’s discretion)
Collaborative and cooperative exercises, demonstrations, lectures, written and oral feedback on reports.

NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.

Typical Text(s) and Resource Materials (if more space is required, download supplemental Texts and Resource Materials form)

<table>
<thead>
<tr>
<th>Author Surname, Initials</th>
<th>Title (article, book, journal, etc.)</th>
<th>Current Edition</th>
<th>Publisher</th>
<th>Year Published</th>
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<tbody>
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Required Additional Supplies and Materials (Eg. Software, hardware, tools, specialized clothing)

Typical Evaluation Methods and Weighting

<table>
<thead>
<tr>
<th>Final exam:</th>
<th>%</th>
<th>Assignments: 100%</th>
<th>Midterm exam:</th>
<th>%</th>
<th>Practicum:</th>
<th>%</th>
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<tbody>
<tr>
<td>Quizzes/tests:</td>
<td>%</td>
<td>Lab work: %</td>
<td>Field experience:</td>
<td>%</td>
<td>Shop work:</td>
<td>%</td>
</tr>
<tr>
<td>Other:</td>
<td>%</td>
<td>Other: %</td>
<td>Other:</td>
<td>%</td>
<td>Total:</td>
<td>100%</td>
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Details (if necessary):
1. 1-3 page informational reports
   (e.g.s., trip, conference, summary, incident, accident, lab, field, inspection, progress) 25%
2. 3-6 page evaluative or persuasive reports
   (e.g.s., recommendation, proposal, feasibility, justification) 40%
3. 4-6 page problem-solving (evaluative or critique) report or proposal
   (e.g.s., investigation, yardstick) 15%
4. Oral or online presentation including written self-assessment 10%
5. Exercises and assignments on research, information retrieval, and APA citation methods,
document design and graphic aids 10%

At least 15% of assessed work will be based on in-class or timed (for online sections) writing.

Grading system: Letter Grades: ☒ Credit/No Credit: ☐ Labs to be scheduled independent of lecture hours: Yes ☐ No ☒
**Typical Course Content and Topics**

- 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.
- Brief oral reports and online presentations.
- Analytical reports: types, purposes, functions.
- Using evidence, drawing conclusions, and making recommendations.
- Report components, language, and rhetoric.
- Adapting print documents for digital transmission and writing for the screen.
- Using social media to disseminate and promote information, findings, and recommendations.

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**For Administrative Use Only**

Department code:  
CIP Code:  
Course Level Code:  

PDC Code: