COURSE IMPLEMENTATION DATE: September 1998
Revised: November 1999
COURSE TO BE REVIEWED DATE: September 2003
(Four years after implementation date)

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

FACULTY/DEPARTMENT: COMMUNICATIONS DEPARTMENT

CMNS 325    3
COURSE NAME/NUMBER    FORMER COURSE NUMBER    UCFV CREDITS

WRITINGS FOR THE SCIENCES AND TECHNOLOGIES

COURSE DESCRIPTIVE TITLE

CALENDAR DESCRIPTION:

An introduction to advanced principles and practical applications of written and oral communication for the Sciences. Emphasis is on professional, technical communications to a wide range of audiences, including popular newspapers and magazines, and scientific journals. Topics covered include the ethics of scientific communication, using computers in research and in the writing process, defining audiences, designing documents, using visual aids, and effective oral presentations.

PREREQUISITES: One of CMNS 125, CMNS 145 or English 105 with a C or better

COREQUISITES: None

SYNONYMOUS COURSE(S)

(a) Replaces: N/A

(b) Cannot take N/A for further credit

SERVICE COURSE TO:

TRAINING DAY-BASED INSTRUCTION

TOTAL HOURS PER TERM: 60

STRUCTURE OF HOURS:

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

MAXIMUM ENROLMENT: 24

EXPECTED FREQUENCY OF COURSE OFFERING:

WILL TRANSFER CREDIT BE REQUESTED? YES NO X

TRANSFER CREDIT EXISTS IN BCCAT TRANSFER GUIDE: YES NO X

AUTHORIZATION SIGNATURES:

Course designer(s): Chairperson: (Curriculum Committee)
Department Head: Dean: W.R. Bate
PAC Approval in Principle Date: PAC Final Approval Date: 1999
LEARNING OBJECTIVES / GOALS / OUTCOMES / LEARNING OUTCOMES:
1. To develop a clear understanding of the communication process as it applies to technical and scientific communications.
2. To develop an appreciation for the ethical issues involved in observing, recording, and reporting in the Sciences.
3. To learn and practice advanced principles of communication in memos, letters, summaries, manuals, proposals and reports.
4. To learn and practice principles of effective document design.
5. To learn and practice principles for developing effective visual aids in both written and oral presentations.
6. To learn and practice advanced principles of audience definition for a wide range of audiences, and for various public media, including popular newspapers and magazines, and scientific and technical journals.
7. To learn and practice the effective use of computers in research, and in the writing process.
8. To learn and practice advanced oral presentation skills.

METHODS:
Reading, lectures, discussions, and hands-on practice in researching, organizing, and reporting.

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

METHODS OF OBTAINING PLAR:

TEXTBOOKS, REFERENCES, MATERIALS:

SUPPLIES / MATERIALS:

STUDENT EVALUATION:
Exercises: Technical style
Scientific abbreviations and acronyms ..................10%

Final Drafts: 2 memos - report, summary
2 letters - report, critique
1 instruction manual
1 proposal
1 report - scientific journal
1 report - popular magazine ............. 65%

Oral Presentations: 1 progress report
1 final report ......................... 25%
COURSE CONTENT:

1. Introduction to course, course outline, evaluation procedures
2. Technical and scientific writing style, the writing process
3. Defining subjects, audiences, objectives, formats
4. Letters and memos
5. Developing proposals
6. Researching
7. Summarizing and outlining, organizing material
8. Definitions and descriptions
9. Developing instructional manuals
10. Developing research reports - oral and written
11. Developing visual aids for oral and written reports