

F R A S E R V A L L E Y C O L L E G E

COURSE INFORMATION

DEPARTMENT: Communications (Applied)

DATE: Fall 1991

<u>Communications 350</u>	<u>Cmns for Human Services II</u>	<u>3</u>
NAME & NUMBER OF COURSE	DESCRIPTIVE TITLE (Advanced)	FVC CREDIT

CATALOGUE DESCRIPTION:

Continued application of principles and skills learned in CMNS 300. Included are letters of application and resumes, interviewing skills, reports and oral presentations.

COURSE PREREQUISITES: CMNS 300 – a "C" grade or better

COURSE COREQUISITES:

HOURS PER TERM FOR EACH STUDENT	LECTURE	20	HRS	STUDENT DIRECTED LEARNING		
	LABORATORY	20	HRS	OTHER - specify:		
	SEMINAR	20	HRS	FIELD EXPERIENCE		
TOTAL						60 HRS

COLLEGE CREDIT TRANSFER	<input checked="" type="checkbox"/>	COLLEGE CREDIT NON-TRANSFER	<input type="checkbox"/>	NON-CREDIT	<input type="checkbox"/>
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TRANSFER STATUS (Equivalent, Unassigned, Other Details)

UBC

SFU

UVIC English 115

OTHER (specify) OLA

COURSE DESIGNER

J.D. Tunstall, Ph.D.
DEAN OF ACADEMIC STUDIES

Communications 350NAME & NUMBER OF COURSE

COURSES FOR WHICH THIS IS A PREREQUISITE:	RELATED COURSES
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TEXTBOOKS, REFERENCES, MATERIALS (List reading resources elsewhere)

TEXTS: Read and Collins. *English at Work*
Hacker. *A Writer's Reference*
Gage *Canadian Dictionary*

OBJECTIVES:

- To learn techniques of proposal and report writing, including a formal report.
- To learn primary research methodology and develop research instruments (e.g. questionnaires).
- To learn some elements of document design.
- To create effective graphic/visual aids.
- To learn and apply interviewing techniques.
- To develop an effective job search strategy, including letter of application and resume.

METHODS:

Students are evaluated through written exercises, final drafts and, in some sections, quizzes.

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STUDENT EVALUATION PROCEDURE:

<u>Exercises</u>	20%
<ul style="list-style-type: none"> - library assignment - memos (trip and progress) - copy editing - group work - project/time management - summary - document design - primary research - the interview 	
<u>Term Project</u>	30%
(minimum of 10 pages of report body)	
<u>Final Drafts</u>	30%
<ul style="list-style-type: none"> - report proposal - documentation - job search package <ul style="list-style-type: none"> - job ad/description - letter of application - resume 	
<u>Midterm</u>	10%
<u>Oral Reports</u>	10%
- minimum of 2 (with 1 on the formal report)	

CMNS DEPARTMENT LETTER GRADE/PERCENTAGE EQUIVALENTS:

A+	=	94 - 100%
A	=	89 - 93%
A-	=	86 - 88%
B+	=	82 - 85%
B	=	78 - 81%
B-	=	75 - 77%
C+	=	71 - 74%
C	=	66 - 70%
C-	=	63 - 65%
P	=	60 - 62%

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COURSE CONTENT