

## SAMPLE COURSE OUTLINE

### Course Code, Number, and Title:

CMNS 1107: Writing and Professional Communication I

### Course Format:

[Course format may vary by instructor. The typical course format would be:]

Lecture 3 h + Seminar 1 h + Lab 0 h

**Credits:** 3

**Transfer credit:** For information, visit [bctransferguide.ca](http://bctransferguide.ca)

### Course Description, Prerequisites, Corequisites:

There is a growing need to better prepare students in post-degree diploma programs for written communication success both in their course work and in their employment. This course aims to help students improve their writing skills, adapt their writing to address specific audiences and purposes, use appropriate tone in writing, and write persuasively in a variety of professional contexts. The course is designed to be relevant for students requiring additional language support in order to succeed in Langara's post-degree diploma programs. This course does not carry transfer credit.

Prerequisites: None

Corequisites: None

### Learning Outcomes:

Upon successful completion of this course, students will be able to:

- analyze the audience and purpose of specific writing situations to determine tone, style, and appropriate persuasive strategies
- clearly and accurately summarize readings in the discipline
- demonstrate clear, coherent, concise and grammatically correct writing in a variety of professional contexts
- use discipline-specific vocabulary in written communication
- select appropriate organization, format and channel for written communication
- write and speak in a professional manner employing principles of conciseness, readability, clarity, and organization
- participate effectively in a professional collaborative environment

**Instructor(s):** TBA

**Office:** TBA      **Phone:** 604 323 XXXX      **Email:** TBA

**Office Hours:** TBA

snəwəyət leləm Langara College acknowledges that we are located on the unceded territory of the Musqueam people.

## **Textbook and Course Materials:**

[Textbook selection may vary by instructor. An example of texts and course materials for this course might be:]

Bovee, C.L, J Thill, and J Scribner. "Business Communication Essentials, 4<sup>th</sup> Canadian edition. Toronto: Pearson. 2016.

*Note: This course may use an electronic (online) instructional resource that is located outside of Canada for mandatory graded class work. You may be required to enter personal information, such as your name and email address, to log in to this resource. This means that your personal information could be stored on servers located outside of Canada and may be accessed by U.S. authorities, subject to federal laws. Where possible, you may log in with an email pseudonym as long as you provide the pseudonym to me so I can identify you when reviewing your class work.*

## **Assessments and Weighting:**

**Final Exam** 20%

**Other Assessments %**

**(An example of other assessments might be:) %**

Midterm Exam: 15%

Quizzes: 10%

Assignments: 45%

Participation: 10%

Participation format: Completing homework, actively participating in class discussion and group work, giving constructive written and oral feedback on peer work.

Proportion of individual and group work:

Individual: 100%

**Grading System:** Letter grade

Specific grading schemes will be detailed in each course section outline.

Passing grade: C

## **Topics Covered:**

[Topics covered may vary by instructor. An example of topics covered might be:]

Week 1- Introduction

Week 2- Audience and purpose

Week 3- Writing effective sentences

Week 4- Summaries

Week 5- Informative writing

Week 6- Paragraph structure and organization

*This generic outline is for planning purposes only.*

- Week 7- Professional correspondence
- Week 8- Revising for grammar and tone
- Week 9- Constructive feedback
- Week 10- Persuasion
- Week 11- Proposals
- Week 12- Peer workshop
- Week 13- Course review

As a student at Langara, you are responsible for familiarizing yourself and complying with the following policies:

**College Policies:**

[E1003 - Student Code of Conduct](#)

[F1004 - Code of Academic Conduct](#)

[E2008 - Academic Standing - Academic Probation and Academic Suspension](#)

[E2006 - Appeal of Final Grade](#)

[F1002 - Concerns about Instruction](#)

[E2011 - Withdrawal from Courses](#)

**Departmental/Course Policies:**

*This generic outline is for planning purposes only.*