

SAMPLE COURSE OUTLINE

Course Code, Number, and Title:

CMNS 2228: Advanced Written Communications

Course Format:

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

Lecture 3 h + Seminar 0 h + Lab 1 h

Credits: 3

Transfer credit: For information, visit bctransferguide.ca

Course Description, Prerequisites, Corequisites:

Students in CMNS 2228 will learn advanced written communication skills, including both business and technical writing. Students will learn and practice advanced editing skills.

Prerequisites: One of CMNS 1118, ENGL 1127, or ENGL 1140, or permission of the English Department.

Learning Outcomes:

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

- prepare professional business and technical documents in a variety of forms
- prepare and present a professional semi-formal or formal report
- compose professional descriptive and/or promotional documents
- write effective summaries of hard copy, on-line materials, and meetings
- Proof-read, edit, and revise their own work
- provide thoughtful and specific feedback on work prepared by others
- write for the web revise hard copy and other information into web-appropriate format
- produce professional documents without errors in grammar, mechanics, language use and/or format

Instructor(s): TBA

Office: TBA

Phone: 604 323 XXXX

Email: TBA

Office Hours: TBA

Textbook and Course Materials:

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

For textbook information, visit https://mycampusstore.langara.bc.ca/buy_courselisting.asp?selTerm=3|8

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 %

Other Assessments %

(An example of other assessments might be:) %

Midterm Exam: 40%

Assignments: 25%

Project: 15%

Other: 20%

Number of assignments: 3 worth 25% total, minimum 6 documents (two > 1500 words)

Participation format: Students will be required to attend regularly and actively participate in group work as assigned. The instructor will monitor group participation to ensure equal responsibility for the final project. The 'other' grade will comprise 10% for classroom and group participation, and 10% for in-class presentation(s).

Number and type of writing assignments: With the exception of the oral delivery of written material in class, all of the assignments for CMNS 2228 will be written. The recursive process will be emphasized throughout the course, as part of the goal of the course is to ensure students improve their proofreading, editing and revising skills. Students will prepare a minimum of six documents (approximately 10,000 words total) including letters, proposals, a business plan, a report, one or more summaries and on-line documents. Emphasis is placed on writing as a recursive process.

Proportion of individual and group work:

Individual: 75%

Group: 25%

This generic outline is for planning purposes only.

Grading System: Letter grade

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

No final exam

Topics Covered:

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

Week 1) Review of grammar and mechanics, basic document format

Week 2) Editing and proofreading; writing persuasively

Week 3) Summarizing in a business context

Week 4) Selling an idea or product Part I: intro to marketing/sales letters

Week 5) Selling an idea or product Part II: intro to proposals and offers

Week 6 & 7) Preparing a draft business plan (context specific: accountancy; marketing & sale; business management)

Week 8) Finalizing a business plan

Week 9 & 10) Preparing a report (Context specific: accountancy; marketing & sales; business mgmt)

Week 11) Finalizing a report for presentation

Week 12) Writing for the Web Part I

Week 13) Writing for the Web Part II

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:

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