

SAMPLE COURSE OUTLINE

Course Code, Number, and Title:

CMNS 4810: Communications for Data Professions

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

Course Description, Prerequisites, Corequisites:

Communication skills are essential to clearly express complex ideas and information to a variety of audiences. Students learn to present and explain technical procedures and analysis findings verbally and in writing, adapting their work to different audiences while maintaining professionalism in format, tone, and style. In addition, students work individually and in groups, and provide each other with constructive feedback.

Registration in this course is restricted to students admitted to the Post-Degree Diploma in Data Analytics Program.

Prerequisite(s): LET 3 (or LPI equivalent); a minimum 80% in one of BC English 12, or BC English Literature 12, or BC English First Peoples 12; or a "C" in ENGL 1120; or an "S" in one of ENGL 1107, or 1108, or 1110.

Learning Outcomes:

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

- analyze the audience and purpose of specific professional communication situations to determine tone, style, and strategy.
- select appropriate organization, format, and channel for routine business messages.
- plan and write courteous, concise, and precise business documents, such as memos, letters, emails, and informal reports.
- revise and edit writing for correct grammar, mechanics, and spelling.
- participate effectively in a professional collaborative environment.
- give and receive courteous and constructive feedback on written and oral work.
- develop and deliver an effective presentation to a small audience.
- identify strengths and areas of improvement in their writing and presentation style and skills.

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:]

Guffey. "Essentials of Business Communication". Canada. Pearson.

Canadian Dictionary

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:) %

Quizzes/Tests: 25%

Assignments: 30%

Project: 35%

Participation: 10%

Most communication courses don't have final exams; other assignments reflect students' acquisition of necessary skills

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

Proportion of individual and group work:

Individual: 75%

Group: 25%

Grading System: Letter grade

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

Passing grade: C

This generic outline is for planning purposes only.

Topics Covered:

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

Week 1 - Communication in the digital age

Week 2 - Audience analysis, Channel selection, and Planning, organizing, drafting, and revising messages

Week 3 - Routine business messages

Week 4 - Routine business messages continued

Week 5 - Persuasive communication

Week 6 - Persuasive communication continued

Week 7 - Professional presentations

Week 8 - Presentations Continued

Week 9 - Individual presentations

Week 10 - Professional written reports

Week 11 - Professional reports continued

Week 12 - Group presentations

Week 13 - Group presentations continued

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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