An introduction to the general principles of technical and professional communications. Emphasis is on the communication process, descriptive, expository, and argumentative messages, and presentations. Document design and electronic messages are also studied and practiced.
LEARNING OBJECTIVES / GOALS / OUTCOMES / LEARNING OUTCOMES:

1. To demonstrate the elements of technical and professional communications.
2. To develop efficient use of the writing process, including planning, drafting, revising, and proof-reading.
3. To experiment with tone, clarity, concise language, coherence, and completeness.
4. To write narrative, exposition, and argument.
5. To demonstrate techniques of document design.
6. To work collaboratively to complete assignments.
7. To communicate effectively electronically.
8. To demonstrate effective professional presentations.

METHODS:

Reading and discussing examples of effective workplace writing.
Lectures.
Practice exercises and simulations.
Collaborative exercises.

PRIOR LEARNING ASSESSMENT RECOGNITION (PLAR):

Credit can be awarded for this course through PLAR  YES  X  NO

METHODS OF OBTAINING PLAR:

Portfolio, on-site case study.

TEXTBOOKS, REFERENCES, MATERIALS:
[Textbook selection varies by instructor. An example of texts for this course might be:]

SUPPLIES / MATERIALS:

STUDENT EVALUATION:
[An example of student evaluation for this course might be:]
Practice Exercises: 15%
Assignments: 70%
Presentations: 15%

COURSE CONTENT:
[Course content varies by instructor. An example of course content might be:]
1. Elements of technical and professional writing.
2. Using language correctly in the workplace. Revising, editing, and rewriting.
5. Communicating effectively inside and outside an organization.
7. Working collaboratively.
8. Principles of professional presentations.