APC 330: Technical and Professional Communication – Course Syllabus

**IMPORTANT:** This course syllabus document contains basic information about the course. A final syllabus with detailed guidelines, instructor information, project information, rubrics, course/university policies, and other course-related information will be provided to students upon course enrollment.

**Course Description and Objectives**

This course covers technical and professional communication skills and techniques. Practice in creating effective memos and reports, developing technical material, delivering presentations, and developing team communication skills will be the focus of the course.

By the end of this course, students should be able to:
- Analyze an audience prior to delivering a message.
- Develop effective communications using appropriate strategies for delivering messages.
- Communicate and work in a team environment, whether face-to-face or virtually.
- Design and deliver technical and business presentations to a variety of audiences in a manner that all audience members will understand.
- Apply appropriate grammar and mechanics to messages.
- Apply appropriate communication principles to reduce miscommunication.

**Prerequisites**

None

**Grading**

**Evaluation Methods**

Your final grade will be based on your performance on the following:

<table>
<thead>
<tr>
<th>Items</th>
<th>Points Each</th>
<th>Number of Items</th>
<th>Total Points Possible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knowledge Checks</td>
<td>5</td>
<td>14</td>
<td>70</td>
</tr>
<tr>
<td>Discussions</td>
<td>15</td>
<td>1</td>
<td>15</td>
</tr>
<tr>
<td>Individual Assignments</td>
<td>25</td>
<td>14</td>
<td>350</td>
</tr>
<tr>
<td>Group Assignments</td>
<td>15</td>
<td>11</td>
<td>165</td>
</tr>
<tr>
<td>Group Assignments</td>
<td>50</td>
<td>2</td>
<td>100</td>
</tr>
<tr>
<td>Peer Evaluation</td>
<td>25</td>
<td>4</td>
<td>100</td>
</tr>
</tbody>
</table>

**Grading Scale**

The following grading scale is used to evaluate all course requirements and determine your final grade:

- 90–100%        A
- 80–89%         B
- 70–79%         C
- 60–69%         D
Workload
Students should expect to spend 144 credit hours per semester to complete the activities and assignments in this course. In a fall or spring semester, the time to dedicate per credit will range between 7-10 hours per week and in summer semester between 10-13 hours.