

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:

Items	Points Each	Number of Items	Total Points Possible
Knowledge Checks	5	14	70
Discussions	15	1	15
Individual Assignments	25	14	350
Group Assignments	15	11	165
Group Assignments	50	2	100
Peer Evaluation	25	4	100

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

0–59%

F

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.