

Syllabus for APC 330 Technical and Professional Communication

NOTE: This syllabus document contains the basic information of this course. The most current syllabus is available in the full course.

Course Description

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.

Prerequisite(s)

None

Course Outcomes

Upon completing this course, you will be able to do the following:

- 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.

Course Requirements/Components

- Knowledge Checks
- Discussions
- Individual Assignments
- Group Assignments
- Peer Evaluation

Grading

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

Grade	Percentage Range
A	90% - 100%
B	80% - 89%
C	70% - 79%
D	60% - 69%
F	0% - 59%

Evaluation Methods	Points Each	Total Points Possible
Knowledge Checks (14)	5	70
Discussion (1)	15	15
Individual Assignments (14)	25	350
Group Assignments (11)	15	165
Group Assignments (2)	50	100
Peer Evaluation (4)	25	100