



## SYLLABUS: ENG 116

<b>Course Number Course Name</b>	116 Professional and Technical Communication
<b>Credit Value (Breakdown of theory and lab credits)</b>	3 Theory
<b>Catalog Course Description</b>	Professional and Technical Communication:  Professional and Technical Communication will introduce students to different types of documents they will create in their professional careers. This course emphasizes the importance of audience, document design and the use of technology. Prerequisite: ENG 111. (3, 3T+0S)
<b>Student Learning Outcomes/Objectives /Competencies of the Course</b>	Students will focus on the following learning objectives: <ul style="list-style-type: none"> <li>• Write effective work place documents such as memos, and e-mails</li> <li>• Write job application materials such as resume, application letter, or follow-up letter</li> <li>• Write definitions, descriptions, process instructions for varied audiences</li> <li>• Write proposals and research reports</li> <li>• Give effective oral presentations</li> </ul>
<b>College-Wide Student Learning Outcomes</b>	ENG 116 addresses the following College-wide Learning Outcomes: <ul style="list-style-type: none"> <li>• Communication</li> <li>• Information Competency and Research</li> </ul>