

COM 103: Introductory Technical English II

This course is designed to enhance writing and speaking skills for the workplace. Emphasis is placed on generating short writings such as job application documents, memoranda, and developing interpersonal communication skills with employees and the public with substantial focus on occupational performance requirements and industry standards. Upon completion students should be able to prepare effective, short, and job-related written and oral communications. Non-degree creditable.

Credits: 3

Lab Hours: 0

Lecture Hours: 3