Course Title: Applied Comprehensive Communication
Prefix and Course Number: APLED 110

Course Learning Outcomes:
By the end of this course, a student should be able to:
- Understand comprehensive communication skills
- Apply communication skills in the workplace

Course Outline:
I. Learning Styles
   A. Kolb Learning Styles Inventory
   B. Enhancing Learning Styles
II. Technical Writing
   A. Technical Writing Concepts
   B. Forms Completion
   C. Technical Correspondence, Reports, Memos, and Portfolios
   D. Editing Documents
   E. Technology Terminology
   F. Audience Analysis
   G. Techniques of Electronic Communication
III. Research Methods
   A. Accessing Relevant Information
   B. Using the Internet for Research
   C. Technical Journals
   D. Technical Documents
IV. Team Collaboration
   A. Team-written Documents
   B. Total Quality Management Practices
   C. Prepare and perform team presentations
   D. Participate in team feedback re: presentations
V. Ethics in Technical Writing
   A. Standards of the Society for Technical Communications