Course Title: Applied Written Communications
Prefix and Course Number: APLED 121

Course Learning Outcomes:
By the end of this course, a student should be able to:

- Plan and write all reports and documents in technical format
- Apply standard punctuation rules
- Apply rules of usage to writing
- Apply Society for Technical Communications rules

Course Outline:

I. Learning Styles
   A. Kolb Learning Styles Inventory
   B. Hill Learning Styles Inventory
   C. Learning Styles
   D. 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

V. Ethics in Technical Writing
   A. Standards of the Society for Technical Communications