COMM 1200 Introduction to Professional and Academic Communication

3 hours

Departments/Programs:

Organizational Leadership and Communication (Adult Undergraduate)

This course focuses on introducing, developing, and refining the communication skills necessary for success in professional and academic arenas. The types of professional and academic writing students will undertake will include business and technical writing (e.g., memos, letters, reports); academic writing (e.g. research papers, position papers, response papers); and electronically mediated communication (e.g. email, telephone). All writing projects will emphasize the processes of drafting, revising, and editing. While the course will focus principally on honing written communication skills, students will also engage in individual and collaborative oral communication projects. Additionally the course will introduce information and strategies that will help working adult learners to succeed in college.
Offered in the Adult Undergraduate program only.