

COMM 227C : Professional Communication

Focuses on the specific tools for communicating in complex, professional environments. Students develop digital, social, and visual media skills; learn interpersonal, cultural, team, leadership, and ethical skills; learn a three-step process for composing business correspondence, letters, articles, e-mails, instant messages, blogs, tweets, and webpages; develop skills in researching, planning, and writing reports and proposals; write employment messages, letters, and resumes; develop and deliver oral presentations, a group presentation with a PowerPoint, and an impromptu speech; and develop questionnaires and conduct interviews. This course does not satisfy NHTI's Humanities or English Literature requirements.

Credits 3

Lab/Practicum/Clinical Hours 0

Lecture Hours 3

Recommended Prerequisites

Successful completion of ENGL 101 strongly recommended.