
ITM 300 SYLLABUS

ITM 300 Communications in the Workplace

Hours: 3 credit hours / 45 contact hours

Instructor: Dan Tomal

Textbook, title, author, and year: *Workplace Communications, 6th ed.* Searles, George, 2013

Specific course information

- a. **Catalog description:** Review, analyze and practice verbal and written communication formats found in the workplace. Emphasis on developing skills in technical writing and oral presentations using electronic and traditional media. Credit not granted for both ITM 300 and COM 421. INTM 301 may be substituted for this course.
- b. **Prerequisites:** None

Specific goals for the course

- a. **Course Outcomes:**
 - Develop skills in writing quality technical proposals.
 - Develop skills in conducting technical presentations.
 - Understand the communications styles, ethics, and resumes writing.
 - Develop skills in effective written memos and letters.
 - Understand problem solving skills in effective group communications.
- c. **Course student outcomes:**

Upon completion of this course the student should be able to do the following:

 - Demonstrate proficiency in verbal communications by giving a technical presentation on a proposal.
 - Demonstrate proficiency in written communications by completing a comprehensive technical proposal.
 - Apply the principles of written communication by writing letters, resume, and reports.

Topics to be covered

- a. Introduction. Principles of Communications
- b. Communication Styles and Strategies
- c. Readability and Style
- d. Editing, Design, and Formats
- e. Technical Reports and Research Proposals
- f. Writing Letters and Resumes, Interviewing
- g. Group Communications and Efficiency
- h. Data Bases and library searches
- i. Conducting Technical Presentations
- j. Interpersonal, Verbal, and Nonverbal Communications
- k. Review of giving presentations and proposals
- l. Proposal Presentations and Final Proposal