**Course Title:** Professional Communication  
**Term/Semester/Year:** Fall 2009  

<table>
<thead>
<tr>
<th>Course Catalog Number:</th>
<th>COMM 2101. 21</th>
<th>Instructor:</th>
<th>Katherine M. Restaino, Ph.D.</th>
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**Course Description:** Study and practice in the major techniques of written and oral communication. Emphasis on effective writing and speaking, group dynamics, research, collaborate presentations, and audience analysis.

**Prerequisites (If any):** ENGL 2102

**Goals and Objectives:** Preparing students for the kind of writing required in the workplace, especially the format for letters, email, and reports. Mastering the principles of Plain Language/Plain English. Creating effective resumes and cover letters. Understanding the protocols of international communication.

**Course Topics:** Memos, email, types of letter, envelopes, project-oriented group settings, oral reports, resumes (traditional, e-resume, on line). End-term group project.

**Text:** Philip C Kolin, Successful Writing at Work. 9th ed. Wadsworth.