Technical and Business English (Associate of Occupational Studies)

This program offers effective communication skills that prepare students as business administrative professionals with writing, oral presentation, and interpersonal skills. With the strong communication and analytical skills developed completing the program, graduates may pursue a wide variety of careers in media organizations, trade and professional associations, non-profit organizations related to the arts, schools, social change, and a variety of businesses.

Course #	Course Title	Lecture	Lab	Externship	Credit
TBE101	Basic Occupational Communication	40			4
TBE103	Computer Technology and Applications	40			4
TBE107	Critical Reading and Study Skills	40			4
TBE109	Conference Papers and Presentations	40			4
TBE110	Document Design	40			4
TBE113	Foundations of Technical Communication	40			4
TBE114	Descriptive Grammar	40			4
TBE117	Communications and Documentation	40			4
TBE156	Web Based Literature	40			4
TBE201	Professional Letters and Proposals	40			4
TBE204	Practical Reading and Writing	40			4
TBE206	Technical Writing	40			4
TBE208	Technical Reports	40			4
TBE210	Advanced Composition	40			4
TBE214	Technical Editing	40			4
TBE215	Principles of Public Speaking	40			4
TBE250	Small Group Communication I	40			4
TBE251	Small Group Communication II	40			4
TBE270	Career Development			120	4
BIO102	Introduction to Biology	40			4

BPS102	Business and Professional Speech	40			4
CPS101	Computer Science I	40			4
CRT101	Critical Thinking	40			4
ENG101	Composition I	40			4
MAT101	Algebra	40			4
PSY101	Introduction to Psychology	40			4
	Required Hours and Credits	880		120	92

- **TBE101 Basic Occupational Communication** – This course introduces you to the profession of technical communication, makes you more aware of your own writing process and enhance your planning and revision strategies, provides practice with several different types of documents and audiences and increases your awareness of the collaborative nature of technical communication by working in groups during class.

- **TBE103 Computer Technology and Applications** – This course teaches how to use basic computer programs such as Word, Excel, and Internet Explorer for their communication and proposal.

- **TBE107 Critical Reading and Study Skills** – Helps students improve their reading and learning processes. Includes advanced comprehension strategies and study skills such as time management, note-taking, studying from textbooks and other reading materials, taking examinations, and using the library.

- **TBE109 Conference Papers & Presentations** – A common assignment in technical writing courses is to prepare and deliver an oral presentation. You might wonder what an oral report is doing in a writing class. Employers look for coursework and experience in preparing written documents, but they also look for some experience in oral presentation as well. That's why the real name of courses like these ought to be "Introduction to Technical Communications."

- **TBE110 Document Designs** – Focusing on graphics commonly required of technical writers, this course begins with rhetorical principles relating to graphic design; challenges students to envision graphics for plain text; introduces software such as Photoshop for editing graphics; including techniques for importing and positioning graphics into desktop publishing software such as FrameMaker and Word.

- **TBE113 Foundations of Technical Communications** – This course introduces you to the profession of technical communication, makes you more aware of your own writing process and

enhance your planning and revision strategies, provides practice with several different types of documents and audiences and increases your awareness of the collaborative nature of technical communication by working in groups during class.

- **TBE114 Descriptive Grammar** – The study of traditionally based grammar as modified by the insights of descriptive grammar will include parts of speech, grammatical categories, sentence forms, punctuation conventions, usage, and usage forms. This course proposes study and application to students' own writing of grammatical and discourse structures from within a rhetorical framework.

- **TBE117 Communications and Documentation** – This course provides the student with an overview of interviewing/paraprofessional counseling and documentation skills. Record-keeping/documentation skills are covered.

- **TBE156 Web Based Literature** – This course will emphasize the development of your ability to write effective, well-developed 500-word essays, using various rhetorical strategies (description, narration, comparison and contrast, etc.), as well as one short research paper. You will learn to approach writing as a process involving several stages including prewriting, writing a first draft, proofreading, revising, and writing a final draft to submit. You will be required to type your essays on the computer and to submit all prewriting for each composition. The focus on this course will be based upon Web based literature according to the needs in this modern world.

- **TBE201 Professional Letters and Proposals** – The ability to write well is essential to getting a job, performing well on the job, and advancing in your career area. In fact, employers list writing flaws by employees as a major cause for reduced productivity. Therefore, to prepare you for the world of work, this course will provide practical experience in writing letters, memos, reports, technical instructions, and job search materials.

- **TBE204 Practical Reading and Writing** – Develops writing ability for study, work, and other areas of life with emphasis on occupational correspondence and reports. Guides students in learning writing as a process: understanding audience and purpose, exploring ideas and information, composing, revising, and editing. Supports writing by integrating experiences in thinking, reading, listening, and speaking.

- **TBE206 Technical Writing** – This course is to provide instructions on how to design, write and test a manual. The course focuses on the principles used in writing technical manuals, the document process, and design and drafting procedures, and finally, testing and revising the manual.

- **TBE208 Technical Reports** – Offers a review of organizational skills including paragraph writing and basic forms of technical communications, various forms of business correspondence, and basic procedures for research writing. The assignment in this unit is to learn about technical

reports, their different types, their typical audiences and situations, and then to plan one of your own.

- **TBE210 Advanced Composition** – Continues to develop college writing with increased emphasis on critical essays, argumentation, and research, developing these competencies through the examination of a range of texts about the human experience. Requires students to locate, evaluate, integrate, and document sources and effectively edit for style and usage.

- **TBE214 Technical Editing** – Editorial responsibilities and practice in the communication of scientific and technical information; the editor's role both as editor and as supervisor of publication groups.

- **TBE215 Principles of Public Speaking** – Principles of Public Speaking is to develop the essential knowledge and skills for any successful and responsible member of civic society. Students will develop an effective personal style and repertoire of communication abilities that apply to the variety of public speaking situations that you anticipate participating in throughout your life.

- **TBE250 Small Group Communication I** – The purpose of this chapter is to increase your awareness of what happens in groups, and provide some relatively simple tools for optimizing your small group communication. The focus is on five issues that need to be dealt with in group settings: how people talk in groups, decision-making, conflict, leadership, and ground rules.

- **TBE251 Small Group Communication II** – The purpose of this chapter is to increase your awareness of what happens in groups, and provide some relatively simple tools for optimizing your small group communication. The focus is on five issues that need to be dealt with in group settings: how people talk in groups, decision-making, conflict, leadership, and ground rules.

- **TBE270 Career Development** – This course provides the opportunity for documenting career skills and articulating career plans. Students also analyze trends and opportunities in their targeted careers, and reflect on learning experiences in their field of study.

General Education Requirements

In addition to the designated courses outlined for each specific field, students seeking an Associate Degree must complete additional general education courses. The six following courses are four credits each, totaling in 24 credits of general education requirements.

- **BIO102 Introduction to Biology** - This course introduces major concepts of cell biology, including cell physiology and structure, molecular biology, genetics, and evolution. Course is a prerequisite for professional health-science programs.

- **BPS102 Business and Professional Speech** - This course focuses on student's awareness, knowledge and recall, comprehension and understanding, and information used in new and different situations. During the course, student will learn 1) Analysis – examination and categorization of pieces of information, 2) Synthesis – combination of information to create something new, and 3) Evaluation – value judgment supported by reasoning.

- **CPS101 Computer Science I** - It studies fundamental computer concepts and methods of object-oriented program development and design. The course also covers language systems and semantics, structured program verification, different language paradigms, and documentation techniques. Students use a structured, high-level object-oriented programming language and learn to use both text-oriented and windows-based user interfaces.

- **CRT101 Critical Thinking** - This course enables the student to identify logical fallacies in selected readings including things written by their classmates and by themselves, demonstrate the capacity for self-critique through the writing of a paper in which they identify alternative assumptions that would lead to different conclusions, and assess the advantages and disadvantages of alternative formulations of any argument. It also teaches to identify and analyze a recent ethical lapse that occurred in a business organization, the nature of the lapse, and provide a possible explanation for the lapse and alternative solutions to prevent similar lapses.

- **ENG101 College Composition** - Through the course, students will learn to write a professional-quality resume, memo, and letter, identify, analyze, and emulate some basic features of a professional report/article typical for their major field. This course also teaches follow the guidelines and do appropriate research to submit a basic grant proposal, use writing to reflect upon the significance of business, technological, and industrial activity for local and global economies, local and global cultures, human health, and the environment, and articulate their response to ethical issues raised by professional practices.

- **MAT101 Algebra** - This course concentrates on making students understand the study skills for success in mathematics and using a calculator, able to set and other basic concepts, and understand the properties of and operations with real numbers.

- **PSY101 Introduction to Psychology** - This course summarizes accountable terminal objectives, explain and give names associated with the major psychology theories, and biological and environmental factors play a role in shaping behavior and development. Students will learn to distinguish between and apply principles of classical conditioning, operant conditioning, and cognitive learning, name and describe stage theories of development relative to physical, cognitive, and psychosocial issues and correctly identify the theorist associated with each, and define abnormal behavior and support the definition, provide examples of situations where counseling or treatment could be advised or necessary.