

SPRINGFIELD TECHNICAL COMMUNITY COLLEGE
ACADEMIC AFFAIRS

Course Number: OFFS-210 Class Hours: 3 Lab Hours: Lecture Hours: 3 Dept.: Information Technologies
 Course Title: Communications/Editing 2 Semester: Spring Year: 2013

Course Description, Prerequisite, Corequisite:

This course is a continuation of Communications/Editing 1 (OFFS-105). Continued emphasis will be on preparing professionally written business documents for a variety of purposes using current technology. Students will also acquire project management skills and experience. Three lecture hours. Available to the entire STCC community.
PREREQUISITES: Completion of OFFS-105 Communications/Editing with a C or better.

Course Objectives	Competencies
Continue demonstrating mastery of the concepts and skills covered in OFFS-105	<ol style="list-style-type: none"> 1. Continue demonstrating mastery of the grammar concepts covered in OFFS-105 2. Continue using current software and Internet applications to improve proofreading, editing, and writing as well as collaborating with teams. 3. Continue developing strategies for following directions, paying attention to detail, and problem solving
Compose clear and concise written material	<ol style="list-style-type: none"> 1. Plan goals for specific writing purposes 2. Evaluate audiences for different writing purposes and identify how the audience creates different writing needs 3. Compare writing tones and identify appropriate situations for each tone 4. Form verbs in the correct tense 5. Use active or passive voice when appropriate 6. Choose words that are specific and not vague 7. Compose communication that is clear and readable 8. Eliminate unnecessary content and modifiers

Course Objectives	Competencies
	9. Avoid jargon, cliches, and idioms
<p>Compare and contrast different communication mediums used in business</p>	<p>1. Evaluate when to use each of the following communication mediums and determine the special needs each creates as it relates to proofreading, editing, and writing:</p> <ul style="list-style-type: none"> a. email b. written documents c. business plans d. proposals e. training materials f. PowerPoint presentations g. websites h. blogs and social media i. job application materials j. Other relevant communication mediums
<p>Demonstrate project management skills for large proofreading, editing, and writing tasks</p>	<ul style="list-style-type: none"> 1. Determine project goals 2. Break goals into manageable tasks 3. Create timelines 4. Evaluate available resources 5. Create a plan to monitor progress 6. Determine a communication plan 7. Use software or an Internet application designed for project management