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# SUBJECTS AND COURSES

## COURSE DESCRIPTIONS - COM/VOC TECH ENGLISH (COM)

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### **COM 100 Vocational Technical Eng I**

This course is designed to enhance reading and writing skills for the workplace. Emphasis is placed on technical reading, job-related vocabulary, sentence writing, punctuation, and spelling with substantial focus on occupational performance requirements. Upon completion, students should be able to identify main ideas with supporting details and produce mechanically correct short writings appropriate to the workplace. NCA PREREQUISITE: ENG093 or minimum compass score 51

**3 Credit Hours**

### **COM 103 Vocational Technical Eng III**

PREREQUISITE: As required by program This course is designed to enhance writing and speaking skills for the workplace. Emphasis is placed on generating short writings such as job application documents, memoranda, and developing interpersonal communication skills with employees and the public with substantial focus on occupational performance requirements and industry standards. Upon completion students should be able to prepare effective, short, and job-related written and oral communications. **3 Credit Hours**