RHET3303 - Professional and Technical Writing in Career Fields

RHET 3303 Professional and Technical Writing in Career Fields (3 semester credit hours) This course explores writing in the workplace and surveys documents used in occupations such as the law, business, social service occupations, medicine, engineering, arts-related occupations, and publishing. Students will review documents such as professional contracts, employee newsletters, HR manuals, and trade publications and will learn the basic structure and mechanics necessary to write these documents. Students will also learn about the latest trends in writing in the workplace and how technology is changing professional and technical writing in business. Prerequisites: (RHET 1302 and RHET 2302) or instructor consent required. (3-0) R