



	<p><b>Chapter 3 – (CLO2, CLO6, CLO7)</b></p> <ol style="list-style-type: none"> <li>1. Build communication through the prewrite stage.</li> <li>2. Evaluate documents to determine usability and correctness.</li> </ol> <p><b>Chapter 4 – (CLO1, CLO8, CLO9, CLO10)</b></p> <ol style="list-style-type: none"> <li>1. Create correct, accurate, concise, and clear technical communication.</li> <li>2. Organize content through effective patterns.</li> </ol> <p><b>Chapter 5 – (CLO1, CLO8, CLO9, CLO10)</b></p> <ol style="list-style-type: none"> <li>1. Develop effective multicultural communication by recognizing the audience.</li> <li>2. Appraise an audience.</li> </ol> <p><b>Unit Test</b></p>	<ul style="list-style-type: none"> <li>• Reach Chapter 3</li> <li>• Review Chapter Slides</li> <li>• Review Video over Organizational Charts</li> </ul> <ul style="list-style-type: none"> <li>• Read Chapter 4</li> <li>• Review Chapter Slides</li> </ul> <ul style="list-style-type: none"> <li>• Read Chapter 5</li> <li>• Review Chapter Slides</li> </ul>	<ul style="list-style-type: none"> <li>• Class Discussion</li> <li>• Prewrite Techniques</li> <li>• Proofreaders Marks</li> </ul> <ul style="list-style-type: none"> <li>• Class Discussion</li> <li>• Objectives in Technical Communication</li> </ul> <ul style="list-style-type: none"> <li>• Class Discussion</li> <li>• Audience Recognition</li> </ul>	<p>Communication Process</p> <p>The Rewrite</p> <p>Organization Technical Communication Discussion</p> <p>A Village Discussion</p> <p><b>Test 1</b></p>	<p>Organization Chart</p> <p>Case Study</p> <p>Case Study</p>
<p><b>2</b></p>	<p><b>Chapter 7 – (CLO2, CLO5, CLO7, CLO8, CLO9)</b></p> <ol style="list-style-type: none"> <li>1. Apply design elements to create effective documents.</li> </ol>	<ul style="list-style-type: none"> <li>• Read Chapter 7</li> <li>• Review Chapter Slides</li> </ul>	<ul style="list-style-type: none"> <li>• Class Discussion</li> <li>• Document Design</li> </ul>	<p>Business Letterhead</p>	<p>Design Challenge</p>

	<p>2. Combine design elements to create easy access of content.</p> <p><b>Chapter 8 – (CLO5, CLO6, CLO8)</b></p> <ol style="list-style-type: none"> <li>Design effective figures using criteria.</li> <li>Design effective tables using criteria.</li> </ol> <p><b>Chapter 15 – (CLO1, CLO2, CLO5, CLO7, CLO8, CLO10)</b></p> <ol style="list-style-type: none"> <li>Create effective instructions by following criteria.</li> </ol> <p><b>Unit Test</b></p>	<ul style="list-style-type: none"> <li>Read Chapter 8</li> <li>Review Chapter Slides</li> <li>Review Video over Charts</li> </ul> <ul style="list-style-type: none"> <li>Read Chapter 15</li> <li>Review Chapter Slides</li> <li>Review Video over Instructions</li> </ul>	<p>Class Discussion</p> <ul style="list-style-type: none"> <li>Class Discussion</li> <li>Case Study</li> </ul>	<p>Using Visual Aids</p> <p>Peer Review Part 2</p> <p><b>Test 2</b></p>	<p>Visual Aid Discussion</p> <p>Peer Review Part 1</p>
<p><b>3</b></p>	<p><b>Chapter 9 – (CLO1, CLO2, CLO7, CLO8, CLO9)</b></p> <ol style="list-style-type: none"> <li>Apply criteria for writing routine business correspondence.</li> <li>Determine which communication channel to use for correspondence.</li> </ol> <p><b>Chapter 11 – (CLO1, CLO2, CLO5, CLO6, CLO7, CLO8)</b></p> <ol style="list-style-type: none"> <li>Apply the ARGU technique for persuasive communication.</li> <li>Create different types of persuasive documents.</li> </ol>	<ul style="list-style-type: none"> <li>Read Chapter 9</li> <li>Review Chapter Slides</li> </ul> <ul style="list-style-type: none"> <li>Read Chapter 11</li> <li>Review Chapter Slides</li> </ul>	<ul style="list-style-type: none"> <li>Class Discussion</li> <li>Complaint Letter</li> </ul> <ul style="list-style-type: none"> <li>Class Discussion</li> <li>Persuasive Flier</li> </ul>	<p>Adjustment Letter</p> <p>Letter of Application</p>	<p>Letter of Application Rewrite</p>

**Course Map: BOT 209 Business and Technical Writing**

**Instructor: Kathy Achen**

	<p><b>Chapter 17 – (CLO1, CLO2, CLO3, CLO4, CLO5, CLO6, CLO8, CLO 9)</b></p> <ol style="list-style-type: none"> <li>1. Apply criteria for writing reports.</li> <li>2. Determine the difference between reports.</li> <li>3. Write a progress report.</li> </ol> <p><b>Chapter 12 – (CLO7, CLO10)</b></p> <ol style="list-style-type: none"> <li>1. Summarize different types of social media.</li> <li>2. Apply different types of social media to a business communication.</li> </ol>	<ul style="list-style-type: none"> <li>• Read Chapter 17</li> <li>• Review Chapter Slides</li> </ul> <ul style="list-style-type: none"> <li>• Read Chapter 12</li> <li>• Review Chapter Slides</li> </ul>	<ul style="list-style-type: none"> <li>• Class Discussion</li> <li>• Short Reports</li> </ul> <ul style="list-style-type: none"> <li>• Class Discussion</li> <li>• LinkedIn Profile</li> </ul>	<p>Progress Report</p> <p>Small Business and Social Media</p>	
	<p><b>Final Exam</b></p>			<p><b>Final Exam</b></p>	