**Outcome:** Students will be able to communicate all written and oral work in a professional manner.

**Lecture:** Lecture to review via discussion:

A. Workplace Expectations Overview

B. High Expectation of Professional Language (written and verbal)

C. Continuous Feedback

**Homework:**

1. All work completed in this class will include feedback and a portion of the grade on the use of professional communication skills.
2. Participation in Class Discussions

**Documentation:**

1. Final Exam – Verbal.doc

**Assessment:**

1. Final Exam – Verbal
2. All Homework
3. Class Participation and Discussions
4. Capstone Project – Improvements Report