APPLIED COMMUNICATION

Required for all first-year students in the following programs:
- Building Repair Technology
- Culinary Arts
- Health Services Assistant
- Metal Fabrication
- Residential Carpentry

Required for all second-year students in the following programs:
- Building Repair Technology
- Culinary Arts
- Metal Fabrication
- Advanced Residential Carpentry – if credit is needed by student

The Applied Communication classes support students in the reading, writing, and speaking skills needed for success in the technical programs. They learn the technical terminology used in their programs and develop the reading-comprehension strategies needed to utilize the complex texts in technical subjects. Applying a process approach to writing, they research and write summaries and reports on topics in the technical area of study. Students use current technology to orally present technical information, both individually and collaboratively. They also learn job-search skills, create their own résumés and cover letters, and practice interview skills.

Specific objectives in Applied Communication include the following:
- Utilize the writing process in creating research-based papers on topics in the technical area
- Write clear directions for processes related to the technical program
- Demonstrate knowledge of the technical terminology within the program
- Develop the reading skills needed to comprehend and utilize textbooks in technical areas
- Demonstrate oral presentation and demonstration skills
- Create a job-search portfolio including a résumé, references page, and cover letter
- Practice job-interview skills
- Write professional business memos and letters
- Develop interpersonal communication skills while learning to work as part of a team
- Evaluate and develop a personal work ethic
- Practice test-taking skills for success in the technical program and in preparation for placement and/or exit exams

In the Building Repair Technology, Metal Fabrication, and Residential Carpentry programs, students earn a 10-hour OSHA card, a highly valued national safety certification, through an online training program.

Most of the sending schools give English Language Arts credit for students in Applied Communication. Working within the context of their technical areas, students simultaneously develop skills needed for mastery in the

English Language Arts anchors of the Common Core State Standards:
- Language
- Writing
- Speaking and Listening
- Reading for Information
- Reading in Science and Technical Subjects

Note: See your program’s Schedule of Classes for Applied Communication days.