

Weeks	Units	Content Description
1	Fundamentals of Academic Writing	<ul style="list-style-type: none"> - Introduction to academic communication - Understanding different writing styles - The writing process
2	The Essence of Technical Communication	<ul style="list-style-type: none"> - Exploring technical communication - Principles of effective technical writing - Practical exercises in technical writing
3	Audience and Purpose Analysis	<ul style="list-style-type: none"> - Analyzing your audience - Adapting communication for different purposes - Tailoring messages for specific audiences
4	Ethics and Social Responsibility	<ul style="list-style-type: none"> - Ethical considerations in communication - Promoting social responsibility through communication - Case studies and discussions
5	Critical Thinking and Reviewing	<ul style="list-style-type: none"> - Developing critical thinking skills - Evaluating and critiquing information sources - Peer review workshops
6	Organizing your Information and Outlining	<ul style="list-style-type: none"> - Structuring your written and oral communication - Effective outlining techniques - Organizational patterns
7	Conducting Research	<ul style="list-style-type: none"> - Research methodologies
8	Evaluating Sources	<ul style="list-style-type: none"> - Evaluating the credibility of sources - Citations and references
9	Public Speaking and Presentations	<ul style="list-style-type: none"> - Techniques for effective public speaking - Preparing and delivering presentations
10	Formal Letters and CVs	<ul style="list-style-type: none"> - Crafting formal letters - Creating an impressive CV
11	Technical Definitions	<ul style="list-style-type: none"> - The art of defining technical terms - Practice in writing technical definitions
12	Final Exam: Comprehensive exam covering course topics	Final Exam: Comprehensive exam covering course topics
13	Final Exam: Comprehensive exam covering course topics	Final Exam: Comprehensive exam covering course topics