

ENER 1270 : Employment Success Energy Industry

A comprehensive study of basic communication skills necessary for business and industry; included are techniques in reading, writing, listening, and speaking. Emphasis is placed upon written and spoken communication as they relate to correspondence and oral presentations in a business environment. Topics include communication skills such as listening, writing, verbal and non-verbal communication, conflict resolution and interviewing skills with emphasis on the importance of effective oral communications.

Credits 2 **Lab Hours** 3 **Lecture Hours** 1 **Lab Fee** Course Fee **Field Experience Hours** 0

Clinical Hours 0 **Course Type** Technical **Extended Hours** 0 **Practicum Hours** 0

Contact Hours 64