Piedmont Technical College Course Syllabus

COURSE INFORMATION

Course Prefix/Number: ENG 165

Title: Professional Communications

Responsible Division: Arts and Sciences

Last Day to Withdraw from this Course: For the last date to withdraw from this course, consult the current *Student Calendar*.

Course Description:

For course, credit hour, pre-requisite(s) and co-requisite(s) information, visit the Detailed Course Information page: www.ptc.edu/courses/ENG165.

Textbook and Other Materials:

For textbook information and additional required and/or supplemental materials, visit the college bookstore (www.ptc.edu/bookstore).

Proctored Examinations:

Proctored examinations for distance learning courses taken at non-PTC campuses may require a proctoring fee for each exam taken.

COURSE POLICIES

Course policies are available online through the *Academic Catalog* and *Student Handbook*. Visit the Course Policies page (www.ptc.edu/syllabus/policies) for a detailed list of important policies and more information.

GRADE POLICY

Detailed grading policy information can be found on the Grading Policy webpage (http://www.ptc.edu/grading-policy). Final grade appeal information is available in the *Academic Catalog* (http://www.ptc.edu/catalog/).

ACCOMMODATIONS

Accommodations for ADA:

Information is available on the [Student Disability Services webpage](http://www.ptc.edu/ada) (http://www.ptc.edu/ada).

TITLE IX HARASSMENT AND SEXUAL ASSAULT INFORMATION

In accordance with Title IX of the Education Amendments of 1972, Piedmont Technical College does not discriminate on the basis of sex in its education programs or activities. Title IX protects students, employees, and applicants from sex discrimination in admissions and employment to include discrimination based on gender identity or failure to conform to stereotypical notions of masculinity or femininity. More information regarding Title IX, including contact information for the Title IX coordinators, is available at [Title IX Harassment and Sexual Assault Information](https://www.ptc.edu/about/legal-disclosures/title-ix-harassment-and-sexual-assault-information) (https://www.ptc.edu/about/legal-disclosures/title-ix-harassment-and-sexual-assault-information).

RATIONALE

Why do I need this course?

This course teaches a process for acquiring skills necessary for effective communication in the workplace. This course helps learners succeed in the workplace and in their personal lives by improving reading, writing, listening, speaking, problem-solving, and human relations skills.

PROGRAM INFORMATION

For program information including required courses, program learning outcomes, gainful employment information and advisement information, refer to the Academic Program webpage. Go to [Academics](http://www.ptc.edu/academics) (http://www.ptc.edu/academics), select your program, and then select Credentials Offered.

COURSE STUDENT LEARNING OUTCOMES

Upon successful completion of this course and/or clinical, each student will be able to:

- Develop professional work habits.

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- Demonstrate communication skills vital to the workplace.
- Use a process approach to plan, draft, revise, proofread, and edit business documents and presentations.
- Use professional writing style that includes accuracy, clarity, honesty, avoids wordiness or ambiguity, and is grammatically correct.
- Demonstrate competency with D2L, a word processor, Internet searches, and presentation software.
- Demonstrate competency with Internet searches.
- Research information from a variety of sources.
- Utilize research techniques for oral presentations and written business reports.
- Create successfully organized professional documents and presentations.

GENERAL EDUCATION COMPETENCIES

Piedmont Technical College General Education Competencies for All Graduates:

This course may address one or more of the following General Education Competencies (assessment will be stated when applicable):

Communicate effectively.

Assessment:

Skills in this competency will be determined based on the student's ability to create documents and presentations that are clear, concise, and coherent.

Apply mathematical skills appropriate to an occupation.

Assessment:

N/A

Employ effective processes for resolving problems and making decisions.

Assessment:

Skills in this competency will be determined by the student's ability to think through assignments/tasks and create solutions that are both effective and professional.

Demonstrate the basic computer skills necessary to function in a technological world.

Assessment:

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Skills in this competency will be determined based on the student's abilities to properly format emails, memos, letters, and reports; submit assignments through D2L; and efficiently use document and presentation software.

To validate proficiency in the general education competencies, students in some programs will be tested using Work Keys.