

**Note:**

**Course content may be changed, term to term, without notice. The information below is provided as a guide for course selection and is not binding in any form, and should not be used to purchase course materials.**

## ***COURSE SYLLABUS***

---

### **ENGL 103**

#### **TECHNICAL COMMUNICATION FOR THE PROFESSIONS**

#### **COURSE DESCRIPTION**

Technical communication refers to all communication done on the job, and this course has been designed for those individuals who seek an associate's degree and wish to communicate effectively in their chosen professional field. The instructor will focus on on-the-job communication, including written documents such as résumés and cover letters to get job interviews.

#### **RATIONALE**

Students who learn this material will be better prepared to communicate effectively and in a professional manner, using the accepted formats of professional communication. By enriching the students' experience through a rigorous and innovative curriculum, this course will prepare students for success in the professions.

#### **I. PREREQUISITE**

For information regarding prerequisites for this course, please refer to the [Academic Course Catalog](#).

#### **II. REQUIRED RESOURCE PURCHASE**

Click on the following link to view the required resource(s) for the term in which you are registered: <http://bookstore.mbsdirect.net/liberty.htm>

#### **III. ADDITIONAL MATERIALS FOR LEARNING**

- A. Computer with basic audio/video output equipment
- B. Internet access (broadband recommended)
- C. Microsoft Word  
(Microsoft Office is available at a special discount to Liberty University students.)
- D. A recent, standard college dictionary

#### **IV. MEASURABLE LEARNING OUTCOMES**

Upon successful completion of this course, the student will be able to:

- A. Create grammatically correct written communication in proper format for a professional business setting.
- B. Summarize major concepts in a professional business setting.
- C. Determine correct formats for communicating technically in a profession.

**V. CORE COMPETENCY LEARNING OUTCOMES**

Upon successful completion of this course, the student will be able to:

- A. Produce well-structured, grammatically sound writing in various modes of discourse.
- B. Write with clarity.
- C. Recognize standard usage in English grammar, word choice (diction), phraseology, and sentence structure.
- D. Apply knowledge of sentence structure to basic sentence editing and revision.
- E. Integrate sources accurately and effectively.

**VI. COURSE REQUIREMENTS AND ASSIGNMENTS**

- A. Textbook readings and lecture presentations
- B. Course Requirements Checklist

After reading the Syllabus and [Student Expectations](#), the student will complete the related checklist found in Module/Week 1.

- C. Discussion Board Forums (2)

The student is required to provide a thread in response to the provided topic for each forum. Each thread is to be 250–300 words and demonstrate course-related knowledge, citing two authoritative sources and completing a Reference list at the bottom of the posting. In addition to the thread, the student is required to evaluate one other classmate's thread, citing two authoritative sources and completing a Reference list at the bottom of the posting. Each evaluation must be 250–300 words.

- D. Memo

The student will write a one-page memo in proper format that focuses on a persuasive message in accordance with the textbook.

- E. Business Letter

The student will write a one-page business letter in proper format that focuses on a neutral message in accordance with the textbook.

- F. Résumé

The student will write a one-page résumé, including the experience with business correspondence, including memos, letters, and a formal proposal.

- G. Formal Proposal

The student will write a 10-page research-oriented formal proposal in current APA format that focuses on some substantive change in Liberty University OR offering a seminar on some topic of interest to you. The proposal is completed in two parts and must include at least two references.

## H. Exams (3)

The student will complete 3 open-book/open-notes exams, each consisting of 25 multiple-choice questions, except for the Final Exam, which contains 50 multiple-choice questions. Each exam must be completed in 1 hour and 30 minutes.

**VII. COURSE GRADING AND POLICIES**

## A. Points

Course Requirements Checklist	10
Discussion Board Forums (2 at 50 pts ea)	100
Memo	150
Business Letter	150
Résumé	150
Formal Proposal—Part 1	150
Formal Proposal—Part 2	100
Exams (2 at 50 pts ea, 1 at 100 pts)	200
<b>Total</b>	<b>1010</b>

## B. Scale

A = 900–1010 B = 800–899 C = 700–799 D = 600–699 F = 0–599

## C. Disability Assistance

Students with a documented disability may contact Liberty University Online's Office of Disability Academic Support (ODAS) at [LUOODAS@liberty.edu](mailto:LUOODAS@liberty.edu) to make arrangements for academic accommodations. Further information can be found at [www.liberty.edu/disabilitysupport](http://www.liberty.edu/disabilitysupport)

## *COURSE SCHEDULE*

### ENGL 103

MODULE/ WEEK	READING & STUDY	ASSIGNMENTS	POINTS
1	Pfeiffer & Adkins: ch. 1 1 presentation	Course Requirements Checklist Class Introductions	10 0
2	Pfeiffer & Adkins: ch. 11 1 presentation	DB Forum 1	50
3	Pfeiffer & Adkins: ch. 2 1 presentation	DB Forum 2 Exam 1	50 50
4	Pfeiffer & Adkins: ch. 4 1 presentation	Memo	150
5	Pfeiffer & Adkins: chs. 5–6 1 presentation	Business Letter	150
6	Pfeiffer & Adkins: chs. 7–8 1 presentation	Formal Proposal—Part 1 Exam 2	150 50
7	Pfeiffer & Adkins: ch. 9 1 presentation	Formal Proposal—Part 2	100
8	Pfeiffer & Adkins: ch. 10 1 presentation	Résumé Final Exam	150 100
<b>TOTAL</b>			<b>1010</b>

DB = Discussion Board

**NOTE:** Each course module/week (except Module/Week 1) begins on Tuesday at 12:00 a.m. (ET) and ends on Monday night at 11:59 p.m. (ET). The final module/week ends at 11:59 p.m. (ET) on **Friday**.