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 (3)
   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. In addition to the thread, the student is required to reply to 1 other classmate’s thread. Each reply must be 250–300 words.

D. Memo
   The student will write a 1-page memo in proper format that focuses on a persuasive message in accordance with the textbook.

E. Business Letter
   The student will write a 1-page business letter in proper format that focuses on a neutral message in accordance with the textbook.

F. Résumé
   The student will write a 1-page résumé.

G. Formal Proposal
   The student will write a 6-page research-oriented formal proposal in current APA format that focuses on some substantive change in Liberty University or some other school he/she has attended. The student may choose from operating procedures, academic programs, activities, physical plant, or something else. The paper must include at least 3 references in addition to the course textbooks and the Bible.
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

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
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<tbody>
<tr>
<td>Course Requirements Checklist</td>
<td>10</td>
</tr>
<tr>
<td>Discussion Board Forums (3 at 50 pts ea)</td>
<td>150</td>
</tr>
<tr>
<td>Memo</td>
<td>150</td>
</tr>
<tr>
<td>Business Letter</td>
<td>150</td>
</tr>
<tr>
<td>Résumé</td>
<td>150</td>
</tr>
<tr>
<td>Formal Proposal</td>
<td>200</td>
</tr>
<tr>
<td>Exams (2 at 50 pts ea, 1 at 100 pts)</td>
<td>200</td>
</tr>
</tbody>
</table>

**Total** 1010

B. Scale

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

C. Late Assignment Policy

If the student is unable to complete an assignment on time, then he or she must contact the instructor immediately by email.

Assignments that are submitted after the due date without prior approval from the instructor will receive the following deductions:

1. Late assignments submitted within one week of the due date will receive a 10% deduction.
2. Assignments submitted more than one week late will receive a 20% deduction.
3. Assignments submitted two weeks late or after the final date of the class will not be accepted.
4. Late Discussion Board threads or replies will not be accepted.

Special circumstances (e.g. death in the family, personal health issues) will be reviewed by the instructor on a case-by-case basis.

D. Disability Assistance

Students with a documented disability may contact Liberty University Online’s Office of Disability Academic Support (ODAS) at LUOODAS@liberty.edu to make arrangements for academic accommodations. Further information can be found at www.liberty.edu/disabilitysupport.
## COURSE SCHEDULE

**ENGL 103**


<table>
<thead>
<tr>
<th>MODULE/WEEK</th>
<th>READING &amp; STUDY</th>
<th>ASSIGNMENTS</th>
<th>POINTS</th>
</tr>
</thead>
</table>
| 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 | DB Forum 3  
Exam 2 | 50  
50 |
| 7           | Pfeiffer & Adkins: ch. 9  
1 presentation | Formal Proposal | 200 |
| 8           | Pfeiffer & Adkins: ch. 10  
1 presentation | Résumé  
Final Exam | 150  
100 |

**TOTAL** 1010

DB = Discussion Board

**NOTE:** Each course week (except Module/Week 1) begins on Monday morning at 12:00 a.m. (ET) and ends on Saturday night at midnight (ET). The final week ends at midnight (ET) on Friday.