



Professional Communication
COM 301 [all sections]
Southwestern College Professional Studies

COURSE SYLLABUS

I. Course Description

Professional Communication prepares students to communicate effectively in business settings by helping them develop superior written and oral communication skills. This course focuses on traditional and web-based forms of communication as seen in business today, including e-mail, letters, memos, reports, proposals, and presentations. Students will learn how to plan, write, and revise communications for a variety of audiences, both in print and online. Their writing will also reflect greater clarity, economy of language, and vigor, and they will learn how to communicate professionally with employees, customers, and hiring managers while maintaining a professional image.

II. Required and Supplementary Instructional Materials

Textbook

Guffey, M.E. and Loewy, D. (2016). *Essentials of business communication* (10th ed.). Cengage Learning. Print ISBN: 9781285858913.

Course Delivery

There are two forms of course delivery Ground and Online:

Ground courses, or those that meet face-to-face on a weekly basis, also have an online component, which means some of the course content is delivered online. Southwestern College utilizes the Blackboard (Bb) learning management system.

Online courses typically contain a blend of synchronous (real-time) and asynchronous (not real-time) material. Depending on the course, you may be required at times to interact “live,” which might mean attending a scheduled Collaborate session. You may also be required to view or listen to a lecture or other video on a specific date and time. Of course, if there are circumstances that prohibit you from logging in to a scheduled synchronous activity, an alternate assignment will be provided. Please refer to the [Course at a Glance](#) section which will note any synchronous activities.

III. Learning Outcomes

Learning outcomes describe the knowledge, skills, values, and attitudes that learners gain as the result of a particular learning experience. Southwestern College Professional Studies has learning outcomes specific to each course and each [undergraduate](#) and [graduate](#) program of study, as well as [institution-wide outcomes](#) related to the mission and vision of the college. Outcomes can help learners and instructors focus on the big picture of the learning experience and can help inform potential employers about a graduate’s knowledge and skills.

Upon successfully completing this course, the learner will be able to:

1. Define communication as a process and explain how it applies to business, professional, and cultural discourse.
2. Identify different kinds of business communication and explain when and why they are used.
3. Demonstrate how proper grammar, punctuation, mechanics, and design contribute to clear writing.
4. Use the writing process to plan, draft, and revise a letter, memo, presentation, or other business communication that is clear, concise, highly readable, and grammatically correct.

5. Demonstrate how to write for different purposes, including positive communications, negative messages, and persuasive arguments.
6. Plan and write business reports and proposals using appropriate language, primary sources, databases, online research, and visual aids, such as graphics and illustrations.
7. Plan, create, and implement written and oral presentations that make appropriate and effective use of audio and video for face-to-face and online deliveries.
8. Describe appropriate workplace behavior, including how to communicate effectively with coworkers and teammates.
9. Generate clear, concise print and online communications used in a job search, such as resumes, cover letters, and follow-up communications.

At the end of the course, learners may vary in their ability to achieve these outcomes. You are more likely to achieve these outcomes only if you attend class and/or online activities as required by the syllabus, complete the requirements for all assignments to the best of your ability, participate actively in class activities and group work as directed, and study diligently for exams.

IV. Expectations

Learners can expect the instructor to:

- Respond to e-mail and phone contact attempts promptly (if you do not receive a response after 48 hours please follow-up as a technology glitch may have occurred)
- Substantially participate in weekly discussions/lecture
- Employ impartial and consistent grading practices
- Provide assignment grades and feedback in one week or less

Instructors can expect the learner to:

- Review the syllabus in its entirety requesting clarification prior to beginning week 1 coursework
- Obtain access to the required course materials prior to the class start date or notify the instructor of any delay no later than Tuesday of week 1 of the course
- Submit course assignment questions with enough notice to receive and incorporate feedback prior to the assignment due date (see [course late policy](#))
- Possess basic skills in Microsoft Office, and have the ability to access Blackboard
- Include the [course ID](#) (Ex: CORE101) on all e-mail correspondence
- Check Blackboard course announcements often during the course
- Communicate with instructors and classmates in a professional and respectful manner
- Substantially participate in weekly discussion/lecture (it is strongly suggested that Bb posts be prepared in a word processing software application then checked for grammar errors prior to submission)
- Submit assignments via the appropriate avenue (e.g. discussion board, Bb assignment link, etc.)
- Adhere to the Southwestern College [Student Code of Conduct](#) and [Standards of Academic Integrity](#)
- Create and submit original work

V. Grading Scale and Criteria

<u>Grade</u>	<u>Quality Points</u>	<u>Course Scale</u>
A+	4.00	100%
A	4.00	94.0-99.9%
A-	3.67	90.0-93.9%
B+	3.33	87.0-89.9%
B	3.00	84.0-86.9%
B-	2.67	80.0-83.9%
C+	2.33	77.0-79.9%

<u>Grade</u>	<u>Quality Points</u>	<u>Course Scale</u>
C	2.00	74.0-76.9%
C-	1.67	70.0-73.9%
D+	1.33	67.0-69.9%
D	1.00	64.0-66.9%
D-	0.67	60.0-63.9%
F	0.00	< 60.0%

<u>Grade:</u>	<u>Criteria and Guidelines:</u>
A+	The grade of A+ is reserved for a perfect score (100%) of all work in a course.
A	Superior work: Superior performance that far exceeds the minimum expectations and demonstrates an excellent understanding of the concepts addressed in the course.
B	Above average work: Good performance that exceeds the minimum expectations and demonstrates a higher than average understanding of the concepts addressed in the course.
C	Average Work: Adequate performance that meets the minimal expectations and demonstrates a basic understanding of the concepts addressed in the course.
D	Minimally acceptable work for receiving credit: Below average performance that does not meet the minimum expectations and/or does not demonstrate a basic understanding of the concepts addressed in the course.
F	Failure: Unacceptable performance (in a professional context, this means “you’re fired.”)
WF	Withdraw/Fail: A final grade of WF will be recorded for learners who either never access/attend or submit any assignments for courses.
WD, AW, I, S, W, WM	Please refer to the Grading System section of the appropriate catalog.

VI. College Policies

Students are expected to read and abide by the college policies as listed in the appropriate catalog:

- [Undergraduate Catalog](#): For learners who do not possess a bachelor’s degree, are pursuing an additional bachelor’s degree or for graduate learners who are enrolled in 100-400 level courses.
- [Graduate Catalog](#): For learners who have earned a bachelor’s degree and are pursuing a master’s degree or graduate level certificate or learners who are enrolled in 500+ level courses.

[Non-Discrimination Policy](#)

[Student Code of Conduct](#)

[Academic Integrity Policy](#)

[Policies for Dealing with Violations of Academic Integrity](#)

[Incomplete Policy](#)

[Withdraw Policy](#)

VII. Course Policies

Students are expected to read and abide by the course policies found in the instructor-specific syllabus located in the Blackboard course.

VIII. [Technology Requirements](#)

IX. Citation

Check the Academic Resources link in the course menu of your Blackboard course to find the specific requirements and resources for formatting manuscripts and documenting various kinds of sources when submitting written work.

X. SafeAssign®

This instructor may use SafeAssign®, which is a system that allows for checking the originality of writing and proper citing. Your assignments may be run through this software.

XI. Course Requirements:

Requirements	Number of Assignments	Points Possible	Percent of Grade
Discussions	3	60	6%
Practical Application	7	350	35%
Quizzes	5	200	20%
Team Project	1	100	10%
Presentation	1	90	9%
Journal Entry	1	50	5%
Final Exam	1	150	15%
Total Points	19	1,000	100%

XII. Course at a Glance:

Unit	Reading & Preparation Activities	Graded Work Due
1	<ul style="list-style-type: none"> • <i>Essentials of Business Communication</i>: Chapter 1 • Lecture Slides: Chapter 1 • Skills Practice: Chapter 1 	Assignment 1.1: Discussion Assignment 1.2: Practical Application Assignment 1.3: Quiz
2	<ul style="list-style-type: none"> • <i>Essentials of Business Communication</i>: Chapters 2-4, Appendix • Lecture Slides: Chapters 2-4 • Skills Practice: Chapters 2-4 	Assignment 2.1: Practical Application Assignment 2.2: Discussion Assignment 2.3: Quiz
3	<ul style="list-style-type: none"> • <i>Essentials of Business Communication</i>: Chapters 5-8 • Lecture Slides: Chapters 5-8 • Skills Practice: Chapters 5-8 • Writing Workshop: Informational E-mail • Writing Workshop: Adjustment Letter • Writing Workshop: Persuasive Message 	Assignment 3.1: Practical Application Assignment 3.2: Practical Application Assignment 3.3: Practical Application Assignment 3.4: Quiz
4	<ul style="list-style-type: none"> • <i>Essentials of Business Communication</i>: Chapters 9-10 • Lecture Slides: Chapters 9-10 • Skills Practice: Chapters 9-10 • Writing Workshop: Informal Report • Writing Workshop: Proposals and Formal Reports 	Assignment 4.1: Practical Application Assignment 4.2: Team Project Assignment 4.3: Quiz
5	<ul style="list-style-type: none"> • <i>Essentials of Business Communication</i>: Chapters 11-12 • Lecture Slides: Chapters 11-12 • Skills Practice: Chapters 11-12 • Writing Workshop: Preparing a Meeting Agenda 	Assignment 5.1: Presentation Assignment 5.2: Discussion Assignment 5.3: Quiz
6	<ul style="list-style-type: none"> • <i>Essentials of Business Communication</i>: Chapters 13-14 • Lecture Slides: Chapters 13-14 • Skills Practice: Chapters 13-14 • Writing Workshop: Résumés 	Assignment 6.1: Practical Application Assignment 6.2: Journal Assignment 6.3: Final Exam

XIII. College Resources

[Advising](#)

[Self-Service](#)

[Withdraw Form](#)

[Blackboard Learn](#)

[SCPS Bookstore](#)

[Deets Library](#)

Online Writing Center: View this brief [video tutorial](#) that explains how to enroll in Blackboard

IT Support: Marilyn.clements@sckans.edu or 888-684-5335 x.121

XIV. ADA Compliance Statement

Students in this course who have a disability preventing them from fully demonstrating their academic abilities should contact Steve Kramer, Disability Services Coordinator. This will begin the disability verification process and allow discussion of accommodations. He can be reached at (620) 229-6307 or (toll free) at 1-800-846-1543, or by email at steve.kramer@sckans.edu. The web page for Disability Services can be found here: <http://www.sckans.edu/student-services/1st-class/sc-access/>.

XV. Senior Capstone and Graduate Projects:

The majority of the programs offered by Southwestern College Professional Studies conclude with a Senior Capstone or Graduate Project. During the Capstone or Project course students will be required to retrieve papers, assignments and projects that they created during their entire program of study. For this reason it is imperative that students design a method of storing program course work for use during their final class at Southwestern College Professional Studies.