Professional Communications (10-699-1)
Associate of Applied Science
Effective 2022/2023

The course sequence shown on this sheet is the recommended path to completion. Courses will be scheduled in the terms indicated here.
All courses should be taken in the order shown to help you stay on track and graduate according to your academic plan.
Courses in this program may be offered in a variety or combination of formats (for example: in-person, video conferencing, online, etc.).

R-D = Racine/days, O = Online, F=Fall, S=Spring, SU=Summer

Term	Course #	Cr.	Course Title	Requisites (prereq-before/coreq-with)	R-D	O
1	890-155	1	⚲ Gateway to Success (G2S)		F	F
1	103-143	3	Computers for Professionals[3]		F	F
1	*699-117	3	🎓 Research Fundamentals[3]		F	F
1	801-136	3	English Composition 1[1,3]	Prereq: 831-103 OR 831-107	F	F
2	*699-112	3	🎓 Editing[1,3]		S	S
2	*699-134	3	Writing for the Media		S	S
2	804-135	3	Quantitative Reasoning[1,3]	Prereq: 834-109	S	S
3	204-107	3	Digital Photography, Intro to[3]		SU	SU
3	*699-137 OR *699-139	3	Writing Product Documentation OR Writing Copy and Proposals		SU	SU
3	809-172	3	Diversity Studies, Introduction to[1,2]	Prereq: 838-105 OR 831-107	SU	SU
4	*699-130	3	Writing and Publishing[3]		F	F
4	*699-133	3	Writing for Social Media[1]		F	F
4	*699-138 OR *699-140	3	Writing Software User Assistance OR Writing for Public Relations		F	F
5	*699-110	3	Communication Document Design[3]		S	S
5	*699-135	3	Writing for the Web		S	S
5	801-196 OR 801-198	3	Oral Interpersonal Communication OR Speech		S	S
6	204-105	3	Computer Illustration & Drawing Tech		SU	SU
6	*699-116	1	Professional Communications Portfolio[3]	Prereq: 801-136; 804-135	SU	SU
6	809-198	3	Psychology, Introduction to[1,2,3]	Prereq: 838-105 OR 831-107	SU	SU
7	*699-111	3	Communication Project Management[3]		F	F
7	*699-115	3	Professional Communications Internship[3]	Prereq: 699-112; 699-116; 699-117	F	F
7	801-197	3	Technical Reporting	Prereq: 801-136	F	F

Minimum Program Total Credits Required: 62

Notes associated with courses (identified by a superscript number at the end of the course title) are located on the back of the sheet.

⚲ Mastery of this course will put students on a path to achieve successful degree completion, on-time graduation, and enrich the college experience. Students are required to take this course in their first semester of enrollment. Please see an advisor for details.

🎓 = Milestone Course. Faculty have identified this course as providing a strong foundation for success throughout the program.

(*) indicates students must achieve a minimum of 2.0 ("C") or above for these major courses to meet graduation requirements.

Professional Communications (10-699-1)

Professional Communications prepares students to research, plan, create, publish, and evaluate communication products. The curriculum develops the writing, design, and technology skills that students need to produce a variety of paper and electronic communication products, including articles, audiovisual scripts, grant proposals, promotional pieces, social media pages, user assistance, and websites. Professional communication skills are needed to meet the demands of the information age in business, government, and not-for-profit organizations.

Program Learning Outcomes

Graduates will be able to:

1. Plan for a communication project.
2. Create a communication product.
3. Synthesize text, visual elements, and design in a communication product.
4. Manage all aspects of a communication project.
5. Produce a final communication product.

Essential Career Competencies

Gateway's six essential career competencies are the general attitudes and skills promoted and assessed by all programs. All Gateway graduates will develop skills in:

- Communication Competence
- Professionalism and Career Management
- Cultural Competence
- Critical Thinking and Problem Solving
- Teamwork and Collaboration
- Technology Competence

Admission Requirements

1. Students must submit an application and pay $30 fee.
2. Students must meet one of the following: minimum cumulative high school GPA of 2.6 (unweighted); earned at least 12 college credits with a minimum GPA of 2.0; or complete valid reading, writing, and math placement assessments.

Graduation Requirements

1. Minimum 62 credits with an average of 2.0 or above.
2. *Minimum of 2.0 ("C") or above for these major courses.
3. Complete 890-155 Gateway to Success (G2S) in the first semester.

For a complete list of Graduation Requirements, check the Student Handbook or Graduation Requirements.

Notes

1. Satisfactory college placement results (through multiple measures or placement test scores) or successful remediation is required prior to enrollment. See an advisor for details.
2. Transfer credits in social science may substitute for this course. See an advisor for details.
3. A credit for prior learning assessment is available for this course. For more information, please contact cfpl@gtc.edu.

Accreditation Statement

Gateway Technical College's Professional Communications program is fully accredited and in good standing with the Accreditation Council for Business Schools and Programs [www.acbsp.org].

Accreditation Council for Business Schools and Programs (ACBSP)
11520 West 119th Street
Overland Park, KS 66213
Phone: (913) 339-9356
www.acbsp.org