

PROFESSIONAL COMMUNICATION ADVANCEMENT Course Descriptions

IIT Stuart
Student Affairs

PCA 510 Communication Essentials

This course will prepare students to communicate effectively with native speakers in a variety of settings by teaching language strategies, phrases, linguistic structures, and vocabulary in English. This course will focus on initiating, maintaining, and ending basic conversations. Understanding cultural context and responding appropriately will be emphasized.

PCA 515 Strategies for Effective Communication

Students will incorporate subject material learned in PCA 510 and use the knowledge gained to develop higher communicative fluency in order to discuss topics with more competency. This course will focus on developing students ability to build and sustain communication across a variety of settings with an emphasis on asking for and providing information, expressing feelings, asking for and giving advice, and asking for and giving opinions.

PCA 520 Advanced Communication Skills

Students in this course will learn higher-level communication strategies necessary to achieve individual goals in academic and business environments. Students will also focus on the language and cultural knowledge needed to work collaboratively in the U.S. workplace.

PCA 525 Advanced Presentation Skills

Students will incorporate course material learned in PCA 520 to practice speaking and presenting on a wide variety of topics. Interviewing skills, group participation, numerical analysis, and public speaking will be covered in the course. Throughout the course, students will give presentations that demonstrate sophisticated vocabulary and advanced communication skills.

PCA 530 Writing for Academic and Professional Success I

The course offers strategies for students to learn and practice ways to express themselves clearly in writing. Students will learn to write effective, organized, coherent paragraphs and longer writing forms by focusing on the following: brainstorming and planning; topic sentences and thesis statements; transitional words and phrases; the American organization style; grammar; proofreading; and editing.

PCA 540 Writing for Academic and Professional Success II

The course includes a review and refinement of English grammar to produce clear, concise, and polished writing. Students will build on paragraph development to write with greater complexity and logical organization of outside support, with special focus on proper reference and citation techniques.

PCA 550 Writing for the U.S. Workplace

Students in this course will learn the higher-level business writing tasks and writing skills needed to effectively communicate using various business formats. Students will learn and practice appropriate language structures, phrases, and vocabulary commonly used in American business writing.

PCA 570 Advanced Strategies for Clear Communication

Students will learn pronunciation strategies to communicate more effectively with others in English. There are many individual components necessary for good English pronunciation and this course will focus on the most important components for improving overall intelligibility: word stress and rhythm patterns; sounds in connected speech; and intonation. Students will be taught strategies for both identifying these patterns in the speech of native speakers as well as integrating them into their own speech. Students will be responsible for practicing these strategies in and out of class.