

Administrative Master Syllabus

Course Information

Course Title	Technical & Business Writing
Course Prefix, Num. and Title	ENGL 2311, Technical & Business Writing
Division	Communication& Fine Arts
Department	English/Humanities/Foreign Language/Philosophy
Course Type	Academic WCJC Core Course
Course Catalog Description	Intensive study of and practice in professional settings. Focus on the types of documents necessary to make decisions and take action on the job, such as proposals, reports, instructions, policies and procedures, e-mail messages, letters, and descriptions of products and services. Practice individual and collaborative processes involved in the creation of ethical and efficient documents.
Pre-Requisites	English 1301
Co-Requisites	Enter Co-Requisites Here.

Semester Credit Hours

Total Semester Credit Hours (SCH): Lecture Hours:	3:3:0
Lab/Other Hours	
Equated Pay Hours	3
Lab/Other Hours Breakdown: Lab Hours	Enter Lab Hours Here.
Lab/Other Hours Breakdown: Clinical Hours	Enter Clinical Hours Here.
Lab/Other Hours Breakdown: Practicum Hours	Enter Practicum Hours Here.
Other Hours Breakdown	List Total Lab/Other Hours Here.

Approval Signatures

Title	Signature	Date
Department Head:	<i>Tom Kody Krpec</i>	
Division Chair:		
VPI:		

Additional Course Information

Topical Outline: Each offering of this course must include the following topics (be sure to include information regarding lab, practicum, and clinical or other non-lecture instruction).

1. Technical essays
2. Technical reports.
3. Other writing assignments of a technical nature.
4. Letter formats in technical writing.
5. Oral reports.
6. Strategies for job searches (optional).

Course Learning Outcomes:

Learning Outcomes – Upon successful completion of this course, students will:

1. Recognize, analyze, and accommodate diverse audiences.
2. Produce documents appropriate to audience, purpose, and genre.
3. Analyze the ethical responsibilities involved in technical communication.
4. Locate, evaluate, and incorporate pertinent information.
5. Develop verbal, visual, and multimedia materials as necessary, in individual and/or collaborative projects, as appropriate.
6. Edit for appropriate style, including attention to word choice, sentence structure, punctuation, and spelling.
7. Design and test documents for easy reading and navigation.

Methods of Assessment:

1. Essays
2. Reports
3. Letters

Required text(s), optional text(s) and/or materials to be supplied by the student:

Appropriate resources as determined by the instructor, to cover necessary curriculum effectively.

Suggested Course Maximum:

No special requirements for face-to-face sections. Internet and ITV sections require appropriate equipment. Computer, Internet-connected classroom is ideal.

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List any specific or physical requirements beyond a typical classroom required to teach the course.

No special requirements for face-to-face sections. Internet and ITV sections require appropriate equipment. Computer, Internet-connected classroom is ideal.

Course Requirements/Grading System: Describe any course specific requirements such as research papers or reading assignments and the generalized grading format for the course.

Minimum Requirements:

1. Formal reports including Business Proposal (major writing assignment) --25-40%
 - a. Mandatory Assignment: Combination Business Letter and Proposal Assignment – to be worked in within the minimum requirements.
2. Letter and essay writing assignments--20-35%
3. Short writing assignments--5-15%
4. Oral reports--5-10%
5. Examinations--10-25%
6. A substantial final examination--5-15%

90-100: A

80-89: B

70-79: C

60-69: D

59 and below: F

Curriculum Checklist:

- Administrative General Education Course** (from ACGM, but not in WCJC Core) – No additional documents needed.
- Administrative WCJC Core Course** – Attach the Core Curriculum Review Forms
 - Critical Thinking
 - Communication
 - Empirical & Quantitative Skills
 - Teamwork
 - Social Responsibility
 - Personal Responsibility
- WECM Course** – If needed, revise the Program SCANS Matrix and Competencies Checklist

Core Curriculum Review Form

Foundational Component Area: Core 010: Communication

Course Prefix & Suffix: ENGL 2311

Core Objective:

Critical Thinking Skills—to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information

Student Learning Outcome Supporting Core Objective:

For each core objective, there must be at least two different methods of assessment.

SLO Status	Student Learning Outcome (SLO)	Learning Activity	Assessment
State Mandated	Recognize, analyze, and accommodate diverse audiences.	Class work, essays, reports, and assignments in various modes.	Business proposal, letter and essay writings, short writing assignments.
State Mandated	Produce documents appropriate to audience, purpose, and genre.	Class work, writing works in various rhetorical modes (technical essays, technical analysis, letters, etc.)	Business proposal, letter and essay writings, short writing assignments.
Choose a SLO status.	Insert SLO (from Administrative Master Syllabi)	Provide a brief name and description of the sample learning activity.	Provide a brief name and description of the sample quiz, exam, rubric, assignment, etc. for assessing the objective.

Core Curriculum Review Form

Foundational Component Area: Core 010: Communication

Course Prefix & Suffix: ENGL 2311

Core Objective:

Communication Skills—to include effective development, interpretation and expression of ideas through written, oral and visual communication

Student Learning Outcome Supporting Core Objective:

For each core objective, there must be at least two different methods of assessment.

SLO Status	Student Learning Outcome (SLO)	Learning Activity	Assessment
State Mandated	Produce documents appropriate to audience, purpose, and genre.	Class work, writing works in various rhetorical modes (technical essays, technical analysis, letters, etc.)	Business proposal, letter and essay writings, short writing assignments.
State Mandated	Develop verbal, visual, and multimedia materials as necessary, in individual and /or collaborative projects, as appropriate.	Class work, essays, written reports, oral reports, and assignments.	Business proposal, letters, essays, short writing assignments, and oral reports.
State Mandated	Design and test documents for easy reading and navigation.	Class work, essays, written reports, and assignments.	Business proposal, letter and essay writings, short writing assignments.

Core Curriculum Review Form

Foundational Component Area: Core 010: Communication

Course Prefix & Suffix: ENGL 2311

Core Objective:

Teamwork—to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

Student Learning Outcome Supporting Core Objective:

For each core objective, there must be at least two different methods of assessment.

SLO Status	Student Learning Outcome (SLO)	Learning Activity	Assessment
State Mandated	Develop verbal, visual, and multimedia materials as necessary, in individual and /or collaborative projects, as appropriate.	Class work, letters, proposals, short writing assignments, oral reports.	Discussion responses, peer review processes.
State Mandated	Edit for appropriate style, including attention to word choice, sentence structure, punctuation, and spelling.	Class work, letters, proposals, short writing assignments, oral reports.	Discussion responses, peer review processes.
State Mandated	Design and test documents for easy reading and navigation.	Class work, letters, proposals, short writing assignments, oral reports.	Discussion responses, peer review processes.

Core Curriculum Review Form

Foundational Component Area: Core 010: Communication

Course Prefix & Suffix: ENGL 2311

Core Objective:

Personal Responsibility—to include the ability to connect choices, actions, and consequences to ethical decision-making

Student Learning Outcome Supporting Core Objective:

For each core objective, there must be at least two different methods of assessment.

SLO Status	Student Learning Outcome (SLO)	Learning Activity	Assessment
Choose a SLO status.	Analyze the ethical responsibilities involved in technical communication.	Class work, essays, reports, letters, discussions, peer reviews, exams.	Business proposal, technical essays, technical reports, oral reports.
Choose a SLO status.	Locate, evaluate, and incorporate pertinent information.	Essays, reports, letters, discussions.	Business proposal, technical essays, technical reports, oral reports.
Choose a SLO status.	Edit for appropriate style, including attention to word choice, sentence structure, punctuation, and spelling.	Essays, reports, letters, peer reviews, discussions.	Business proposal, technical essays, technical reports, oral reports.