**Course Title** – ENGL 2311  
**Course Prefix and Number** – Technical and Business Writing  
**Department** – English and Humanities  
**Division** – Communication and Fine Arts  

**Course Type:** (check one)  
- Academic General Education Course (from ACGM – but not in WCJC Core)  
- Academic WCJC Core Course  
- WECM course (This course is a Special Topics or Unique Needs Course: Y□ or N□)

**Semester Credit Hours # : Lecture Hours # : Lab/Other Hours #**  
3:3:0

**Equate Pay hours for course - 3**

**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.

**Prerequisites** – ENGL 1301 (Composition I)

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**Prepared by** Sharon Prince  
**Reviewed by Department Head** Sharon Prince  
**Accuracy verified by Division Chair** Dr. Pam Speights  
**Approved by Academic Dean** gg hunt  

**Date** April 30, 2013
I. Topical Outline – Each offering of this course must include the following topics (be sure to include information regarding lab, practicum, clinical or other non-lecture instruction):

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

II. Course Learning Outcomes

<table>
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<tr>
<th>Learning Outcomes Upon successful completion of this course, students will:</th>
<th>Methods of Assessment</th>
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<tr>
<td>1. Recognize, analyze, and accommodate diverse audiences.</td>
<td>1. Technical reports, writing assignments of a technical nature, quizzes, tests, and in-class assignments</td>
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<tr>
<td>2. Produce documents appropriate to audience, purpose, and genre.</td>
<td>2. Technical reports, writing assignments of a technical nature, and in-class assignments</td>
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<td>3. Analyze the ethical responsibilities involved in technical communication.</td>
<td>3. Technical reports, writing assignments of a technical nature, quizzes, tests, and in-class assignments</td>
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<td>4. Locate, evaluate, and incorporate pertinent information.</td>
<td>4. Technical reports and writing assignments of a technical nature</td>
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<td>5. Develop verbal, visual, and multimedia materials as necessary, in individual and/or collaborative projects, as appropriate.</td>
<td>5. Technical reports, writing assignments of a technical nature, and in-class assignments</td>
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<tr>
<td>6. Edit for appropriate style, including attention to word choice, sentence structure, punctuation, and spelling.</td>
<td>6. Technical reports, writing assignments of a technical nature, quizzes, tests, and in-class assignments</td>
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<tr>
<td>7. Design and test documents for easy reading and navigation.</td>
<td>7. Technical reports and writing assignments of a technical nature</td>
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</table>

III. Required Text(s), Optional Text(s) and/or Materials to be Supplied by Student.


IV. Suggested Course Maximum - 26
V. List any specific spatial or physical requirements beyond a typical classroom required to teach the course.

   Computer with projection capability

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

   60%-80% Technical Reports and other writing assignments of a technical nature.
   20%-40% Quizzes/Tests and In-class assignments.

   90-100: A; 80-89: B; 70-79: C; 60-69: D; 59 and below: F

VII. Curriculum Checklist

✔ - Academic General Education Course (from ACGM – but not in WCJC Core)
   No additional documentation needed

☐ - Academic WCJC Core Course
   Attach the Core Curriculum Checklist, including the following:
   • Basic Intellectual Competencies
   • Perspectives
   • Exemplary Educational Objectives

☐ - WECM Courses
   If needed, revise the Program SCANS Matrix & Competencies Checklist.
Statement on Academic Integrity:

Wharton County Junior College requires that students submit their own work, whether they are writing papers, taking exams, or making oral presentations. Plagiarism, taking someone else’s words or ideas and representing them as one’s own, is expressly prohibited by the college. Good academic work must be based on honesty. Submitting someone else’s work as one’s own is considered a serious offense by the college. Student academic dishonesty includes but is not limited to the following:

• copying the work of another during an examination or turning in a paper or an assignment written, in whole or in part, by someone else;
• copying from books, magazines, or other sources, including the Internet or electronic databases like EBSCOhost and eLibrary, or paraphrasing ideas from such sources without acknowledging them;
• submitting an essay for one course to a second course without having sought prior permission from your instructor;
• giving a speech and using information from books, magazines, or other sources or paraphrasing ideas from such sources without acknowledging them.

NOTE on Team or Group Assignments: When you have an assignment that requires collaboration, it is expected that the work that results is credited to the team unless individual parts have been assigned. However, the academic integrity policy applies to the team as well as to its members. All outside sources must be credited as outlined above.

Instructors may require students to submit all written work on disks for submission to Safe Assignment, which is a service that compares student papers with all Internet sources to verify that the student has properly credited all sources downloaded.

CONSEQUENCES for Academic Dishonesty:
Disciplinary action will be pursued in all instances in which it is determined that academic dishonesty has occurred. In the case of suspected wrongdoing, the faculty member may file charges with the Dean of Students, inform his or her department head, and follow the process specified by the college.

Disciplinary action may include but is not limited to the following:
• Assignment of a failing grade for a test, examination, or assignment;
• Assignment of a failing grade for the course;
• Assignment of a student disciplinary sanction from the college;
• Suspension or expulsion from the college.

I acknowledge that I have read this Academic Integrity Policy and the consequences for violating it.

Print Name _____________________________________ Date _________________________
Signature ____________________________________ Student ID Number ________________