



Course Information

Course Title	Technical & Business Writing
Course Prefix, Num. and Title	ENGL 2311
Division	Communication & Fine Arts
Department	English/Humanities/Foreign Language
Course Type	Academic General Education Course (from ACGM, but not WCJC Core)
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 with a grade of C or better
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
Prepared by:		
Department Head:		
Division Chair:		
Dean/VPI:		
Approved by CIR:		

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, reports, letters
2. Essays, reports, letters
3. Reports
4. Essays, reports

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

Markel, Mike. Practical Strategies for Technical Communication. Latest edition. Bedford/St. Martin's.

Suggested Course Maximum:

26

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. Letter and essay writing assignments--20-35%
2. Short writing assignments--5-15%
3. Formal proposal (major writing assignment) --25-40%
4. Formals report (major writing assignment) --25-40%
5. Oral reports--5-10%
6. Examinations--10-25%

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7. 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