



Purpose: It is the intention of this Administrative-Master Syllabus to provide a general description of the course, outline the required elements of the course and to lay the foundation for course assessment for the improvement of student learning, as specified by the faculty of Wharton County Junior College, regardless of who teaches the course, the timeframe by which it is instructed, or the instructional method by which the course is delivered. It is not intended to restrict the manner by which an individual faculty member teaches the course but to be an administrative tool to aid in the improvement of instruction.

Course Title – TECHNICAL REPORT WRITING

Course Prefix and Number – ENGL 2311

Department – ENGLISH & HUMANITIES

Division - CFA

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

Equated Pay hours for course - 3

List Lab/ Other Hours
Lab Hours 0
Clinical Hours
Practicum Hours
Other (list)

Course Catalog Description – The study of good, clear writing in the scientific and technical fields. Students are instructed in the planning and preparation of reports, correspondence, and other professional communication applicable to a wide range of disciplines and careers. The course emphasizes audience analysis, research skills, effective design, and clear, concise, accurate expression. Preparation and presentation of oral reports will be covered.

Prerequisites/Co requisites – ENGL 1301 with a grade of C or better.

Approvals – the contents of this document have been reviewed and are found to be accurate.

Prepared by Sharon Prince	Signature <i>Sharon Prince</i>	Date 9/23/10
Department Head Sharon Prince	Signature <i>Sharon Prince</i>	Date 9/23/10
Division Chair Pam Speights	Signature <i>Speights</i>	Date 9-29-10
Vice President of Instruction or Dean of Vocational Instruction Ty Pate	Signature <i>Ty Pate</i>	Date 10-1-10



I. Topical Outline –

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).

II. Course Learning Outcomes

Course Learning Outcome	Method of Assessment
<ol style="list-style-type: none"> 1. Students will demonstrate knowledge of the importance of technical writing in specialized fields. 2. Students will utilize the correct techniques of writing in technical fields of study. 3. Students will demonstrate practical expertise through writing technical reports. 4. Students will be able to prepare and analyze oral presentations. 	<ol style="list-style-type: none"> 1. Essays, reports, letters. 2. Essays, reports, letters. 3. Reports. 4. Essays, reports.

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

Andrews, Deborah. *Technical Communication in the Global Community*. Latest edition. Upper Saddle River: Prentice Hall, or as approved by the Dept. Head and/or Division Chair.

IV. Suggested Course Maximum - 20

V. List any specific spatial 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.

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
Strategies, Techniques, Procedures:

1. Discussions of the qualities and needs for effective technical communication.
2. Writing assignments to illustrate tasks the student might be required to do as a professional.
3. Oral reports to provide students the opportunity to fully understand the nature of presenting technical material orally.
4. Technical sources.

Minimum Requirements:

1. Letter and essay writing assignments.
2. Short writing assignments.
3. Formal proposal (major writing assignment).
4. Formal report (major writing assignment).
5. Oral reports.
6. Examinations.
7. A substantial final examination.

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.