El Paso Community College
Syllabus
Part II
Official Course Description

SUBJECT AREA   <u>English</u>

COURSE RUBRIC AND NUMBER   <u>ENGL 2311</u>

COURSE TITLE   <u>Technical and Business Writing</u>

COURSE CREDIT HOURS   <u>   3   3   :   0   </u>
                                                         Credits   Lec Lab

I.   Catalog Description

Presents intensive study of and practice in professional settings. Focuses 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. Presents fundamentals of writing technical communications: practice in writing letters, resumes, memoranda, reports, and improvement of stylistic and organizational skills; emphasis on report writing. **Prerequisite: ENGL 1301 with a "C" or better. (3:0).**

II.   Course Objectives

Upon satisfactory completion of this course, the student will be able to accomplish the following:

A.   Understand the scope and variety of writing possibilities in the technical working environment.
B.   Understand the basic principles of writing performed in industry, business, government, and science.
C.   Understand audience and purpose before beginning the composition of a technical document.
D.   Demonstrate effective collection of information and organization of that information to suit the writing purpose and audience.
E.   Demonstrate editing and revision processes through assigned exercises.
F.   Write clear and concise memoranda, letters, and resumes.
G.   Write abstracts and executive summaries.
H.   Write accurate and clear informal and formal reports that demonstrate the effective use of tables and illustrations.
I.   Learn conventional formats of other types of technical communications including proposals, job descriptions, evaluations, and business forms.
J.   Demonstrate the ability to conduct a short oral briefing [an optional objective].
K.   Improve skills in grammar, spelling, and mechanics.

III.   THECB Learning Outcomes (ACGM)

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.

IV.   Evaluation

A.   Conditions of Performance:

      1.   Writing assignments will be evaluated according to levels of editing: content, structure, style, format, mechanics,* and readability.

      2.   Oral reports may be assigned throughout the semester. The number and length shall be determined by the instructor.

      [* includes grammar & spelling]

B.   Criteria for Grading:

      1.   Each unit will have its own evaluation determined by the instructor.*

      2.   The distribution and value of each graded assignment shall be determined by the instructor.

      3.   It is suggested that competency based evaluation be used in measuring the success of student assignments.

      [* Various methods of evaluation are practical in the course. For example, the instructor may use a point system, a cumulative letter grade system, or a percentage system.]

      4.   Plagiarism is both intellectual theft and academic dishonesty and will not be tolerated. Any work that is plagiarized could result in failure of the course. See the Student Handbook.

C.   Grading Scale:
      A = 90 - 100
      B = 80 - 89
      C = 70 - 79
      D = 60 - 69
      F = below 60
      I = Incomplete
      W = Withdrew or withdrawn

V.   Disability Statement (American with/Disabilities Act [ADA])
EPCC offers a variety of services to persons with documented sensory, mental, physical, or temporary disabling conditions to promote success in classes. If you have a disability and believe you may need services, you are encouraged to contact the Center for Students with Disabilities to discuss your needs with a counselor. All discussions and documentation are kept confidential. Offices located: VV Rm C-112 (831-2426); TM Rm 1400 (831-5808); RG Rm B-201 (831-4198); NWC Rm M-54 (831-8815); and MDP Rm A-125 (831-7024).

VI.   6 Drop Rule
Students who began attending Texas public institutions of higher education for the first time during the Fall 2007 semester or later are subject to a 6-Drop limit for all undergraduate classes. Developmental, ESL, Dual Credit and Early College High School classes are exempt from this rule. All students should consult with their instructor before dropping a class. Academic assistance is available. Students are encouraged to see Counseling Services if dropping because exemptions may apply. Refer to the EPCC catalog and website for additional information.

Revised by Discipline: Fall 2012 (next revision in 3 years)