

COLLEGEWIDE COURSE OUTLINE OF RECORD

ENGL 211, TECHNICAL WRITING

COURSE TITLE: Technical Writing

COURSE NUMBER: ENGL 211

PREREQUISITES: A grade of "C" or better in ENGL 111 English Composition

SCHOOL: Liberal Arts and Sciences

PROGRAM: Liberal Arts

CREDIT HOURS: 3

CONTACT HOURS: Lecture: 3

DATE OF LAST REVISION: Spring, 2009

EFFECTIVE DATE OF THIS REVISION: Fall, 2009

CATALOG DESCRIPTION: Builds on the writing skills taught in English 111. Requires students to prepare technical reports and correspondence for various purposes using standard research techniques, documentation, and formatting as appropriate. May require students to demonstrate both written and oral competencies.

MAJOR COURSE LEARNING OBJECTIVES: Upon successful completion of this course the student will be expected to:

1. Apply the concepts of communication theory and ethics in a simulated on-the-job setting.
2. Apply various strategies of pre-writing, writing, and revising.
3. Analyze the audience for each writing assignment.
4. Analyze the organization and format best suited to each writing situation.
5. Write various types of business/technical documents.
6. Interpret and prepare data using a variety of graphic formats.
7. Prepare a technical document based on the student's field of study using standard research techniques and documentation including the selection of a subject, research of the subject, organization of information into an outline form, and completion of first and final drafts.
8. Follow precisely the appropriate guidelines for each assignment and produce an acceptable finished product within the time allotted.

COURSE CONTENT: Topical areas of study include --

Short reports	Research and documentation
Memos	Employment and business correspondence
Audience	Visual graphic format
Writing process	Data interpretation
Outlines	Technical organization
Revision	Project time lines
Technical styles	Communication theory and application
Technical format	

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