**JC OFFICIAL COURSE OUTLINE**

**Course number, title and credits; total time allocation**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Course Letter/Number | | **ENG 232** | | Credits | | | **3** | | Title | **Technical & Business Writing** | | | | |
|  |  | | |  | | |  | |  |  | | | | |
| Lecture/Discussion | **45** | | hrs/semester | |  | Lab | |  | | hrs/semestr |  | Clinical |  | hrs/semester | |

**Catalog Description and Pre- and Co-requisites (Same as taxonomy and catalog)**

ENG 232 Technical & Business Writing (3 CR)

A course designed to provide practice in a variety of written and oral communications to meet the requirements of the workplace. Projects may include descriptions, instructions, resumes, proposals, reports or online documents. It involves frequent writing, both in and out of class, as well as oral presentations, collaborative activities and individual conferences. Prerequisites: ENG 085\* and ENG131

**Knowledge, Skills and Abilities Students Acquire from this Course (Educational Objectives)**

Students completing this course will be able to demonstrate the following:

* Discuss and consider audience, purpose, and process in workplace writing practice
* Plan, write, design and layout a variety of documents commonly found in the workplace
* Recognize the importance of accuracy in content and language
* Demonstrate the ability to revise, proofread and edit
* Participate in responding to and evaluating writing produced by others
* Solve problems in communication by thinking critically and creatively
* Make use of appropriate technology for creating and presenting documents

**Associate Degree Outcomes Addressed in this Course (These must appear in course syllabus.)**

* ADO #1: Writing Clearly, Concisely, and Intelligibly (Proficient level)
* ADO #7: Thinking Critically (Proficient level)

**Units/topics of Instruction**

* Process in Technical Communication
* Corporate Culture, Ethics and Globalism
* Organizing Information and Patterns of Information
* Page Design
* Language and Style
* Document Production (letters, memos, emails, instructions, descriptions, reports, proposals, resumes, etc.)
* Revising and Editing
* The Job Search
* Technical Research and Citing Sources
* Oral Communication
* Visual Images and Graphics
* Writing for the Web

**Instructional Techniques and Procedures**

A variety of methods are used including: lecture, modeling, class discussion, small group collaborative activities, student/teacher conferences, peer response, video, computer aided presentations, self-paced learning, PowerPoint presentations, in-class writing, written instructor feedback, tutoring through the center for Student Success.

**Instructional Use of Computer or Other Technology**

* Producing written assignments and presentations
* Creating visuals and graphics
* Researching the Internet
* Playing and creating videos, podcasts, etc.
* Teaching online and using online course space for materials and assignments

**Instructional Materials and Costs to Students**

**Tuition and Fees** are subject to change by the Board of Trustees. Total costs are determined by tuition based on the number of billing contact hours, the student fee, and any course fees.

* **Tuition** In 2013, the following published tuition is

|  |  |
| --- | --- |
| * Jackson County residents (in-district) | $106 |
| * Out of County | $159 |
| * Out of State & International | $212 |
| * Senior citizens (65 and older) | $40.00 (some courses may be free **\***) |

* **Online Course Fee**: $115.

**Course texts** Course texts are determined by LLA’s Composition Workgroup and are used by all full and adjunct instructors.

Pfeiffer. *Technical Communication*. 8th ed. Pearson Education: 2013. ISBN: 9780132785785

Students may purchase the text through the [JC bookstore](http://www.bkstr.com/webapp/wcs/stores/servlet/StoreCatalogDisplay?catalogId=10001&langId=-1&demoKey=d&storeId=10339) or online. The JC Bookstore provides five options. They include:

* Option 1: New: $133.25
* Option 2: Used $100.00
* Option 3: Rent New: $79.95
* Option 4: Rent Used: $63.96
* Option 5: Pearson Digital Rent: $60.50

**Skills and abilities students should bring to the course**

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| --- | --- | --- | --- | --- | --- |
|  |  | a limited amount of material |  | **x** | basic, pre-algebraic problems |
| Able to read |  | an average amount of material | Able to compute N/A |  | simple algebraic problems |
|  | **x** | an above average amount of material |  |  | higher order mathematical problems |
|  |  |  |  |  |  |
|  |  | relatively easy material |  |  | short compositions |
| Able to read | **x** | moderately difficult material | Able to write |  | medium length compositions |
|  |  | technical or sophisticated material |  | **x** | lengthy compositions |
|  | | | | | |  |  |  |  |  |
|  | **x** | keyboard skills/familiar with computer |  |  |  |
| Able to use | **x** | computer application | Other necessary |  |  |
| technology | **x** | web navigation | abilities |  |  |
|  |  |  |  |  |  |

**The course is usually scheduled**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Day: | x | Fall | x | Winter | x | Spring |
|  |  |  |  |  |  |  |
| Evening: | x | Fall | x | Winter | x | Spring |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Online: | x | Fall | x | Winter | x | Spring |

|  |  |  |
| --- | --- | --- |
| **Prepared by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  | **Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Approved by Dept. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  | **Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Approved by Dean \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  | **Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Approved by Curr. Comm. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  | **Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**(Last names, please) Form Revised 12/4/00**