

**SOUTHEAST COMMUNITY COLLEGE  
DIVISION OF ARTS AND SCIENCES**

**English**

**Revision Date: 07-01-23**

[Syllabus Statements](#)

**I. CATALOG DESCRIPTION**

Course Number: ENGL2560  
Course Title: Technical Writing  
Prerequisite(s): A grade of “C” or higher in ENGL1010 or a grade of “C” or higher in ENGL1054.  
Catalog Description: Methods of scientific and technical writing. Abstracts, manuals, reports, proposals, letters, memos and presentations  
Credit Hours: 3.0  
Class Hours: 45  
Lab Hours: 0  
Total Contact Hours: 45      Total Homework Hours: 90

**II. COURSE OBJECTIVES:** *Course will:*

- A. Provide practice in critical thinking, reading, writing, and analysis skills according to commonly accepted standards of usage and mechanics (standard American English).
- B. Provide practice in producing documents appropriate for the workplace, such as letters, memos, reports, proposals, etc.
- C. Broaden knowledge base of rhetorical strategies relevant to professional communication.
- D. Introduce ethical and global issues relevant to professional communication.

**III. STUDENT LEARNING OUTCOMES AND GENERAL EDUCATION LEARNING OUTCOMES**

- A. Student Learning Outcomes: *Student will be able to:*
  - 1. Employ critical thinking skills.
  - 2. Develop audience-and-use profiles.
  - 3. Retrieve, analyze, synthesize, and document information.
  - 4. Collaborate with classmates and instructor as appropriate.
  - 5. Produce, revise, edit, and proofread documents for professional communication.
  - 6. Document sources according to designated style.
  - 7. Communicate results of critical thinking process.
- B. General Education Learning Outcomes
  - 1. GELO #2: Written Communication
    - Outcome: Develop a focused thesis/purpose statement and write with a clear purpose, using relevant examples, claims, and evidence.
    - Outcome: Identify and evaluate evidence from a variety of printed, visual, and electronic sources.
    - Outcome: Use content and style appropriate to a given audience.
    - Outcome: Read and write in mechanically-sound, college-level English.
  - 2. GELO #3: Critical Thinking & Problem Solving
    - Outcome: Collect, identify, and analyze data.
    - Outcome: Synthesize information to arrive at reasoned solutions to problems.
    - Outcome: Evaluate ideas presented in writing, media, speech, or artistic presentations.
  - 3. GELO #4: Global Awareness and Citizenship
    - Outcome: Discuss issues from a global perspective.
    - Outcome: Identify and evaluate different theoretical or philosophical perspectives and their relevance to ethical decision-making.

**IV. CONTENT/TOPICAL OUTLINE (*course outline may provide more detailed information*)**

- A. Course Introduction
- B. Audience, Purpose, Genre, and Medium
- C. Ethical Issues of Technical Communications
- D. Research and Documentation of Technical Subjects
- E. Technical Prose, Style, and Structure
- F. Visual Technical Communication
- G. Essentials of Workplace Communication
- H. Instructions, Reports, and White Papers
- I. Online Technical Communication

**V. INSTRUCTIONAL MATERIALS**

- A. Required Text(s):
  - 1. Graves, Heather and Roger Graves. *A Concise Guide to Technical Communication*, Broadview Press, 2020. ISBN: 9781554815487 (softcover).
  - 2. Outside Reading/Research Required: As assigned by instructor.

**VI. METHODS OF PRESENTATION/INSTRUCTION**

- A. Methods of presentation typically include a combination of the following:
  - 1. Small and large group discussion
  - 2. Collaborative projects
  - 3. Peer evaluation
  - 4. Computer-aided instruction
  - 5. Instructor response
  - 6. Interactive elements

**VII. METHODS OF EVALUATION**

- A. Course grades will be based on class and group participation and projects/work as assigned.

**B. SCC GRADING SCALE**

A+	95-100	C+	75-79	F	59 or less
A	90-94	C	70-74		
B+	85-89	D+	65-69		
B	80-84	D	60-64		

**VIII. SPECIFIC COURSE REQUIREMENTS**

- A. General Requirements
  - 1. In order to receive a passing grade for ENGL2560, students must complete sufficient work assigned by their instructors to earn a course grade of “C” or higher.
  - 2. To ensure that this objective is met, a minimum grade of “C” in ENGL2560 is required to qualify for transfer.
- B. Other Requirements as Determined by Instructor/College
  - 1. Instructors will distribute and discuss their specific course policies and requirements with their students at the beginning and during the term.