

**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.