

COURSE OUTLINE

ENGL-230

Technical Writing

3 Credits

HOWARD COMMUNITY COLLEGE

Description

This intensive online writing class provides an introduction to technical and professional communication. In an interactive workshop format, students learn to think critically about the informative, persuasive and ethical dimensions of their writing. They study rhetorical principles and apply them to an array of assignments, from brief memos to formal proposals. In addition, students learn how to adapt their writing process to rapidly changing communication technologies, how to effectively write in a collaborative setting, and how to connect with a specific audience. (While this class is appropriate for all majors, it is especially helpful for those students enrolled in the Computer Science/Information Technologies major.) Prerequisite: Eligibility to enroll in ENGL-230 is based on successful completion of ENGL-121 or on English placement test scores.

Overall Course Objectives

Upon completion of this course students will be able to:

1. Demonstrate an understanding of various writing invention strategies;
2. Effectively identify, analyze, and address the audience;
3. Determine the purpose and scope of the written communication and state it clearly;
4. Write informative and persuasive professional communication;
5. Organize ideas effectively to achieve the purpose and meet the audience's needs;
6. Support claims with adequate, pertinent, and effective evidence;
7. Work collaboratively to produce a document;
8. Correctly use the most common work-related writing formats;
9. Analyze stylistic options, the choices among them, and the reason for using each;
10. Edit, revise and proofread to achieve more effective communication of information;
11. Work collaboratively and cooperatively in peer response writing workshops;
12. Locate and evaluate information using hardcopy, online, and internet sources;
13. Demonstrate the ability to use appropriate software programs as tools for writing.

Major Topics

- I. Writing as a recursive process;
- II. Social and cultural issues in professional writing;
- III. Shaping the text for the reader;
- IV. Revising for a readable, professional style;
- V. Research techniques for primary and secondary sources, including finding, analyzing, and evaluating internet sources;
- VI. Document design;
- VII. Ethics in professional communication;
- VIII. Presenting information visually;
- IX. Effectively using the latest communication technology.

Course Requirements

Specific assignments and procedures for evaluating student performance in the class (i.e., grading) will be described in the individual class syllabus, but will include the following:

- At least 80% of the final grade will be based upon writing, both formal and informal.
- ENGL-230 approaches writing as a continual process of learning in which assignments are interdependent; therefore, students must complete all assignments (both formal and informal writing) to successfully complete the course.

Other Course Information:

This course is taught online.