



ILLINOIS VALLEY COMMUNITY COLLEGE

COURSE OUTLINE

DIVISION: Humanities, Fine Arts, and Social Sciences

COURSE: ENG 1205 Written Communication Skills for Business, Industry, and Technology

Date: Fall 2023

Credit Hours: 3

Complete all that apply or mark "None" where appropriate:

Prerequisite(s): ENG 0900 and RED 0900 with a C or better

Enrollment by assessment or other measure? Yes No

If yes, please describe: Appropriate assessment

Corequisite(s): None

Pre- or Corequisite(s): None

Consent of Instructor: Yes No

Delivery Method:	<input checked="" type="checkbox"/> Lecture	3 Contact Hours (1 contact = 1 credit hour)
	<input type="checkbox"/> Seminar	0 Contact Hours (1 contact = 1 credit hour)
	<input type="checkbox"/> Lab	0 Contact Hours (2-3 contact = 1 credit hour)
	<input type="checkbox"/> Clinical	0 Contact Hours (3 contact = 1 credit hour)

Offered: Fall Spring Summer

CATALOG DESCRIPTION and IAI NUMBER (if applicable):

This course focuses on writing for the vocational, technical, and business worlds. Designed for students in business, technical, and vocational programs, the writing includes workplace correspondence, resumes, reports, and other business/technical documents. The course also stresses team building, critical thinking, and problem-solving.

ACCREDITATION STATEMENTS AND COURSE NOTES:

None

COURSE TOPICS AND CONTENT REQUIREMENTS:

1. The communication process
2. The writing situation (topic, audience, purpose, tone)
3. Content and organization of standard business/technical documents
4. Format and document design for standard business/technical documents
5. Routine memos, e-mail, and letters (e.g., order, collection, claim, inquiry, sales, adjustment, acknowledgment, etc.)
6. Short and long reports (e.g., travel, progress, incident, recommendation, analytical, proposals, etc.)
7. Resumes and application/cover letters
8. Other standard business/technical documents (e.g., summaries, mechanism and process/procedure descriptions, instructions, etc.)
9. Oral presentations of the type that may accompany written business/technical documents
10. Research skills and documentation of source material
11. Word-processing
12. Visual literacy
13. Sentence structure, style, grammar, and mechanics
14. Presenting numerical data
15. Revision, editing, and proofreading.
16. Critical thinking and problem-solving
17. Collaboration and team-building
18. International communication
19. Legal and ethical issues

INSTRUCTIONAL METHODS:

1. Lectures
2. Small and large group discussions
3. Audio-visual presentations
4. Small and large group activities (role-playing, problem-solving, collaborative writing, etc.)
5. Writing assignments and exercises (both in-class and out-of-class)
6. Quizzes

EVALUATION OF STUDENT ACHIEVEMENT:

1. Read text and other course materials
2. Attend class according to course policy
3. Complete and submit written assignments, exercises, and quizzes on time
4. Read and respond to one another's writing
5. Contribute to class and group discussions
6. Collaborate with other students
7. Be on time and prepared for class
8. Exhibit professional behavior

Student work will be evaluated at the discretion of the instructor based upon current standards of practice in business/technical writing, with a focus on the effectiveness of the written documents.

Assignments will be graded based on the scale below. The final course grade will be based on the same scale, but without the plus or minus for the final letter grade. At least 70% of the final course grade must be determined by the assessment of written business/technical documents.

<u>A+ 97-100%</u>	<u>B+ 87-89%</u>	<u>C+ 77-79%</u>	<u>D+ 67-69%</u>	<u>F 0-59%</u>
<u>A 94-96%</u>	<u>B 84-86%</u>	<u>C 74-76%</u>	<u>D 64-66%</u>	
<u>A- 90-93%</u>	<u>B- 80-83%</u>	<u>C- 70-73%</u>	<u>D- 60-63%</u>	

INSTRUCTIONAL MATERIALS:

Textbooks

Textbooks for this course are at the discretion of full-time faculty. Part-time faculty members are to use the textbook designated for the course by the Dean of Humanities, Fine Arts, and Social Sciences, which may be informed by the full-time faculty members' suggestions.

Resources

1. Text
2. Audio-visual materials (e.g., web page, PowerPoint presentations, class management system, etc.)
3. Word-processing software and other computer applications
4. Electronic and paper handouts and sample documents
5. Teaching technologies (e.g., computers, LCD projector, document camera, white board, etc.)

LEARNING OUTCOMES AND GOALS:

Institutional Learning Outcomes

- 1) Communication – to communicate effectively;
- 2) Inquiry – to apply critical, logical, creative, aesthetic, or quantitative analytical reasoning to formulate a judgement or conclusion;
- 3) Social Consciousness – to understand what it means to be a socially conscious person, locally and globally;
- 4) Responsibility – to recognize how personal choices affect self and society.

Course Outcomes and Competencies

- 1.0 Recognize and apply techniques for effective writing
 - 1.1 Research, plan, and organize writing
 - 1.2 Express ideas clearly and effectively in writing
 - 1.3 Revise and edit writing
- 2.0 Recognize and apply techniques for effective presentation of numerical data
 - 2.1 Analyze numerical data
 - 2.2 Organize and express numerical data clearly and effectively in writing
- 3.0 Recognize and apply techniques of critical thinking and problem-solving
 - 3.1 Understand importance of critical thinking and problem-solving skills to effective writing
 - 3.2 Apply critical thinking and problem-solving steps to specific writing situations

- 3.3 Apply critical thinking in reading and understanding written documents
- 4.0 Write acceptable routine business/technical documents, including memos, letters, professional e-mails, resumes, application/cover letters, short and long reports, and other standard documents (e.g. abstracts, transmittal documents, tables of contents, proposals, instructions, etc.).
 - 4.1 Analyze topic, audience, and purpose
 - 4.2 Apply effective rhetorical strategies based on topic, audience, and purpose
 - 4.3 Use appropriate format and document design for written documents (e.g., letter, memo format, report format; effective use of headings, lists, typographical devices, etc.)
 - 4.4 Develop visual literacy through selecting, designing, and incorporating effective visuals (e.g., tables, charts, graphs, drawings, diagrams, etc.)
 - 4.5 Conduct primary and secondary research using library databases and other reliable sources
 - 4.6 Integrate and correctly document source material in writing using standard documentation formats (e.g., MLA, APA)
 - 4.7 Use standard English in writing (i.e. correct and effective sentence structure, grammar, and mechanics)
 - 4.8 Present information in writing clearly and honestly
 - 4.9 Employ appropriate style for business/technical documents
 - 4.10 Utilize effective revision, editing and proof-reading strategies in producing final drafts
 - 4.11 Suggest useful revisions and corrections to other writers
- 5.0 Understand and use contemporary technology effectively in producing business/technical documents
 - 5.1 Use a current word-processing program and other computer applications to create professional documents
 - 5.2 Use the Internet and library databases to conduct research
 - 5.3 Send and respond to e-mail
 - 5.4 Navigate online environments effectively (e.g. websites, discussion boards, etc.)
- 6.0 Recognize and apply techniques of collaborative writing and team-building
 - 6.1 Collaboratively analyze writing situations and other problems
 - 6.2 Collaboratively research, plan, organize, write, revise, and edit business/technical documents, including format and design