ILLINOIS VALLEY COMMUNITY COLLEGE

COURSE OUTLINE

DIVISION: Humanities, Fine Arts, and Social Sciences

COURSE: ENG 2000 Technical and Business Writing

Date: Fall 2023

Credit Hours: 3

Complete all that apply or mark "None" where appropriate:
Prerequisite(s): Successful completion of Composition I (ENG 1001)

Enrollment by assessment or other measure? ☐ Yes ☒ No
If yes, please describe:

Corequisite(s): None

Pre- or Corequisite(s): Successful completion of Composition I (ENG 1001)

Consent of Instructor: ☐ Yes ☒ No

Delivery Method: ☒ **Lecture**   **3 Contact Hours** (1 contact = 1 credit hour)
☐ **Seminar**   **0 Contact Hours** (1 contact = 1 credit hour)
☐ **Lab**   **0 Contact Hours** (2-3 contact = 1 credit hour)
☐ **Clinical**   **0 Contact Hours** (3 contact = 1 credit hour)

Offered: ☒ **Fall**   ☒ **Spring**   ☒ **Summer**

CATALOG DESCRIPTION and IAI NUMBER (if applicable):
Designed for the student in baccalaureate technical and business programs, this course focuses on the types of on-the-job writing encountered in technical, professional, and business areas: short and long report writing in the student's major, as well as other standard practical, technical and business written communication (such as formal letters, professional e-mail, resumes/cover letters, proposals, and instructions).
IAI Equivalent: C1 900

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 abstracts, transmittal documents, tables of contents, proposals, instructions, etc.)
9. Presentations and presentation software
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.

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

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. Recognize and apply techniques for effective writing
1.1 Research, plan, and organize writing
1.2 Express ideas clearly, honestly, and effectively in writing
1.3 Revise, edit, and proofread writing

2. 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. 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. 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 appropriate writing strategies based on audience, purpose and content
4.3 Employ appropriate format and document design for business/technical documents (e.g. letter format, memo format, report format; effective use of headings, lists, typographical devices, etc.)
4.4 Develop visual literacy though 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. Employ up-to-date communication technology
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.)
5.5 Use relevant presentation software effectively

6. 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