COURSE OUTLINE
ENGLISH 202: Technical Writing

SECTION I
SUBJECT AREA AND COURSE NUMBER: English 202
COURSE TITLE: Technical Writing
COURSE CATALOG DESCRIPTION: This course includes units on business and technical reports, business communication, and basic research techniques.
LECTURE HOURS PER WEEK: 3 **CREDIT HOURS:** 3
PREREQUISITES: ENG 101

SECTION II
A. **SCOPE:** English 202 includes writing and editing business and technical communications. Assignments will include the following:
Business letters and memos
Resumes and job application letters
Technical reports, such as feasibility and progress reports, and proposals
Research reports
and may include:
Peer editing
Collaborative writing assignments
B. **REQUIRED WORK:** Students must complete all written assignments and other class activities. See individual syllabus lists for specific assignments.
C. **ATTENDANCE AND PARTICIPATION:** Students are expected to attend and to participate in class activities and may be asked to confer with the professor during arranged conference times. In addition, the professor will be available for individual consultation during scheduled office hours.
D. **METHODS OF INSTRUCTION:** Methods of instruction for English 202 will be determined by each instructor and may include but are not limited to: lecture/discussion, small group tasks, collaborative assignments, student presentations, use of on-line sources and materials.

E. OBJECTIVES, OUTCOMES, AND ASSESSMENT

The following objectives and outcomes represent the department's core requirements for student achievement.

LEARNING OBJECTIVES	LEARNING OUTCOMES	ASSESSMENT METHODS
To demonstrate an understanding of	Student will	As measured by
1. Responsibility for his or her own learning	a) attend regularly and on time; b) complete individual and group assignments; c) initiate and complete any make-up work; d) take responsibility for knowing, completing, and (when necessary) making up assignments;	• attendance records • class records • assignment records, including research, outlines, drafts, and final versions
2. Writing clear and effective prose	a) recognize and correctly employ principles of standard English; b) evaluate, revise, and edit prose to fulfill audience-centered objectives in business and technical writing;	• written assignments including outlines, drafts, and final versions
3. Specific types of business and technical writing	a) write business letters and memos; b) prepare a job application package including a resume and a cover letter; c) write several reports such as proposals, feasibility studies, and progress reports; prepare a formal research report;	• written assignments including outlines, drafts, and final versions

F. TEXTS AND MATERIALS: As selected by the individual instructor.

G. INFORMATION TECHNOLOGY: Students will use word processors for written assignments. Students will use on-line sources as appropriate for research and for other purposes.