

North Central Michigan College

NCMC MASTER COURSE SYLLABUS

Last Date Revised: 2002

DIVISION/AREA: Liberal Arts DEPARTMENT English

DIVISION DIRECTOR: Mark Gaylord, Ph.D. ORIGINATOR: Trish Wright

DEAN OF INSTRUCTION: Timothy Dykstra, Ph.D.

TOTAL HOURS OF INSTRUCTION: LECTURE: 3 LAB: 0 TOTAL CONTACT HOURS: 52.8

COURSE NUMBER: ENG 102 Tech CREDIT HOURS: 3

COURSE TITLE English Composition 102 Technical and Professional Writing

TRANSFERABLE YES: NO: TO:

PREREQUISITE(S)/COREQUISITE(S)/ADVISORY Successful completion of ENG 101

CATALOG DESCRIPTION: Technical and Professional Writing strengthens the writing skills developed in ENG 101, and introduces students to the key components of writing in diverse professional fields. The course focuses on the writing process and documentation; technical strategies, including description and process analysis; professional strategies, including brief reports and proposals; and research strategies involving writing and documenting the professional paper.

GENERAL EDUCATION OUTCOMES:

Refer to College catalog or specific occupational program outcomes and describe how this course meets those outcomes. Students will become familiar with the requisite tools used by writers in the workplace. Emphasized writing skills will include: collecting information, analyzing user needs, developing rhetorical proficiency, generating text, editing and evaluating documents.

COURSE OBJECTIVES & OUTCOMES:

Upon successful completion of this course, students will:

- Develop further their written and oral communication skills
- Be able to create and compose reports and papers on work related or academic topics.
- Recognize and understand the basic components of professional correspondence.
- Become familiar with appropriate sources and methods of research and documentation.
- Use problem solving skills to critically synthesize material from secondary sources and be able to communicate the information verbally (written and oral).

- Prepare a technical writing portfolio.
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PAGE 2

COURSE TITLE AND NUMBER

METHODS OF INSTRUCTION: Classroom lecture, writing labs, group work

METHODS OF EVALUATION: attendance, participation, in-class writing, library and Internet research, five writing assignments, portfolio presentation

REQUIRED TEXTS: (Representative List)

Technical Communication, Lannon, John. Longman.

Optional supplementary Materials: portfolio notebook

Reasonable accommodations may be provided for students with documented physical, sensory, cognitive, systemic, and/or psychiatric disabilities. Please contact the Education Opportunity Program (EOP) at (231) 348-6687 to arrange services for this course.

TIME ALLOWANCE AND SEQUENCE OF INSTRUCTION:

Week One: Syllabus review and introduction

Week Two: Rough draft of persuasive writing: letter to the editor/professional memo

Week Three: Elements of technical writing (grammar) Final paper.

Week Four: Introduction to the Long Report. Library research.

Week Five: Revising the Long Report

Week Six: Group editing. Long Report due.

Week Seven: Introduction to Proposal Writing

Week Eight: Mid-term conferences

Week Nine: Revising Workshops. Proposal due.

Week Ten: Professional Writing. News stories and/or news releases.

Week Eleven: Writing the news.

Week Twelve: News stories due. Introduction to process analysis.

Week Thirteen: Procedures or Instruction Writing

Week Fourteen: Proposal review by instructors. Students finish process writing assignment.

Week Fifteen: In-class, on demand writing.

Week Sixteen: Portfolio presentation. Final grade conferences

APPROVED FOR ADOPTION BY THE CRD/AP COMMITTEE ON _____