COURSE INFORMATION

Course Prefix/Number: ENG 160  
Course Title: Technical Communications  
Lecture Hours/Week: 3.0  
Lab Hours/Week: 0.0  
Credit Hours/Semester: 3.0

VA Statement/Distance Learning Attendance  
Textbook Information  
Student Code and Grievance Policy  
Attendance Statement (3-30-4000.1)

COURSE DESCRIPTION

This course is a study of various technical communications such as definitions, processes, instructions, descriptions, and technical reports.

COURSE COMPETENCIES

To complete this course successfully, a student will be able to:

- Analyze the audience and purpose in order to determine the appropriate document organization, tone, and format.
- Write and edit in a clear, concise technical style.
- Develop graphic aids to support written and oral communication.
- Write the following types of short technical reports: definition, process, instruction, and description.
- Prepare a formal technical report using appropriate resources, methods of research, format and documentation.
- Give an oral presentation of the formal report.
- Compose a variety of business correspondence, including letters and memos.
- Demonstrate mastery of basic grammar and sentence structure in all assignments.

Module 1: Basics of Technical Report Writing

- Demonstrate in written and oral reports proper use of basic grammar, punctuation, and sentence structure by applying standard rules.
- Identify types of visuals and determine appropriate use of each.
- Critique visuals as to effectiveness and clarity.
- Create visuals for specified assignments and interpret information and draw conclusions from data.
- Use language that shows sensitivity to workforce diversity.
- Identify purpose and audience.
• Demonstrate ability to proofread work to eliminate errors.
• Demonstrate correct formatting of technical or workplace reports.
• Demonstrate clear, concise technical writing style.

Module 2: Short Technical Reports
• Write the following types of short technical reports: definition, process, instruction, and description.
• Analyze the audience and purpose in order to determine the appropriate document organization, tone, and format.
• Write and edit in a clear, concise technical style.
• Develop graphic aids to support written and oral communication.
• Demonstrate correctness when incorporating visuals into reports by correct labeling, proper placement, correct referencing, citing sources, and interpreting for the reader.
• Demonstrate mastery of basic grammar, punctuation, and sentence structure in all assignments.
• Proofread work to eliminate errors in grammar and punctuation as well as in format, tone, and sentence structure.
• Demonstrate correct formatting of reports.

Module 3: Business Correspondence
• Compose a variety of business correspondence, including letters and memos.
• Write a cover letter for a resume.
• Write a resume.
• Identify the proper formatting of a memo, an e-mail, a full-block letter, a modified-block letter, and a simplified style letter.
• Correctly format letters and memos.
• Identify and use correctly all parts of a letter including letterheads, subject and attention lines, second-page headings, and copy and enclosure notations.
• Write and edit in a clear, concise technical style.
• Proofread to eliminate errors in grammar and punctuation as well as in format, tone, and sentence structure.

Module 4: Formal Reports
• Prepare a formal technical report (either a proposal or a feasibility report) using appropriate resources, methods of research, format, and documentation.
• Use various research techniques.
• Evaluate sources.
• Cite sources correctly using standard documentation form.
• Analyze the audience and purpose in order to determine the appropriate document organization, tone, and format.
• Write and edit in a clear, concise technical style.
• Develop graphic aids to support written and oral communication.
• Demonstrate correctness when incorporating visuals into reports by correct labeling, proper placement, correct referencing, citing sources, and interpreting for the reader.
• Demonstrate mastery of basic grammar, punctuation, and sentence structure in all assignments.
• Proofread work to eliminate errors in grammar and punctuation, and sentence structure in all assignments.
• Present findings from the researched formal reports orally.
• Answer audience and/or instructor questions in defense of the researched report.

METHODS OF INSTRUCTION

Principles will be introduced by the instructors through lecture, presentations, technology, and computer-based training. Additional methods designed for remediation or enrichment will be individually tailored as needed.

COURSE REQUIREMENTS

Withdrawal from Class
A student may withdraw from the class until midterm and receive a grade of W. After midterm, the student must contact the instructor to have a Request for Withdrawal form completed. After midterm, a grade of W or WF will be determined by the instructor. For Distance Learning (DL) students, a withdrawal from class may be initiated if the student does not contact the instructor during the first two weeks of the term. Other cause for withdrawal of a DL student will be failure to complete assignments.

Assignments
This course consists of four modules and should be completed in sequence. Each module is based on specific competencies or objectives and on appropriate text chapters and assignments to be completed both in and out of class. There will also be various handouts and appropriate supplemental materials. Each module will be completed and submitted for a grade. Module 4 includes a researched formal report that will be submitted in written format and presented as an oral report.

Late or Missed Assignments
Any approved make-up, late, or revised work must be completed in a designated time and manner as directed by the instructor. An instructor may choose not to accept late or missed work or may limit the maximum credit allowed.

Academic Integrity
The policies stated in the York Technical College Handbook will be enforced. Any student violating these policies will be subject to academic discipline.

EVALUATION STRATEGIES/GRADING

All regular classroom and distance learning work will be judged on correct use of the English language, format and content (including organization, clarity, and logic), the employment of accepted business practices, and the completion of the work according to the course calendar.

MINIMAL STANDARDS

A minimal grade average of C (70%) is required to enroll in a higher-level English course or to transfer credit to most colleges. To receive credit for any assignment, the student must
complete all preliminary work in the order and manner prescribed by the instructor.
Module 1 ...........................................15%
Module 2 ...........................................40%
Module 3 ...........................................15%
Module 4 ...........................................30%

Grading Scale

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<tr>
<th>Grade</th>
<th>Range</th>
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<tbody>
<tr>
<td>A</td>
<td>90 - 100</td>
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<tr>
<td>B</td>
<td>80 - 89</td>
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<tr>
<td>C</td>
<td>70 - 79</td>
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<tr>
<td>D</td>
<td>60 - 69</td>
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<tr>
<td>F</td>
<td>Below 60</td>
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METHODS OF INSTRUCTION

Principles will be introduced by the instructors through lecture, presentation, technology and computer-based training. Additional methods designed for remediation or enrichment will be individually tailored as needed.

ENTRY LEVEL SKILLS

Basic computer skills

PREREQUISITES

ENG 101 with a minimum grade of C

CO-REQUISITES

None

DISABILITIES STATEMENT

Any student who feels s/he may need an accommodation based on the impact of a disability should contact the Special Resources Office (SRO) at 803-327-8007 in the 300 area of Student Services. The SRO coordinates reasonable accommodations for students with documented disabilities.