Technical and Business Writing -- ENGL 2311 Online

Credit: 3 semester credit hours (3 hours lecture)

Prerequisites:
1. Must have completed ENGL 1301 with a grade of "C" or better
2. Complete the Online Orientation and answer "YES" to 7 or more questions on the Online Learner Self-Assessment found at: http://www.lit.edu/depts/DistanceEd/OnlineOrientation/OOstep2.aspx

Course Description
Intensive study of and practice in writing for professional settings. Focus on the types of documents necessary to make decisions and take action on the job, such as proposals, reports, instructions, policies and procedures, e-mail messages, letters, and descriptions of products and services. Practice in individual and collaborative processes involved in the creation of ethical and efficient documents.

Required Textbook and Materials
1. Successful Writing at Work, by Phillip C. Kolin, 4th Concise Edition. Cengage.
2. ISBN number is 13: 978-1-285-05256-4

Technical Requirements for Online Course
1. The latest technical requirements, including hardware, compatible browsers, operating systems, software, Java, etc. can be found on the LIT Website under the Blackboard instructions: http://www.lit.edu/Utility/BrowserCheck/default.aspx
2. A functional broadband internet connection, such as DSL, Cable, 3G, 4G, WiMAX, WiFi, Satellite, or other broadband access is necessary to maximize the use of the online technology and resources.

Course Objectives
Upon completion of this course, the student will be able to:
1. Recognize, analyze, and accommodate diverse audiences
2. Produce documents appropriate to audience, purpose, and genre
3. Analyze the ethical responsibilities involved in technical communication
4. Locate, evaluate, and incorporate pertinent information
5. Develop verbal, visual, and multimedia materials as necessary, in individual and/or collaborative projects, as appropriate
6. Edit for appropriate style, including attention to word choice, sentence structure, punctuation, and spelling
7. Design and test documents for easy reading and navigation.

Course Outline
1. Writing – An Essential Job Skill
2. Writing for the Workplace
3. Writing Processes at Work

4. Work-related Correspondence
5. Business Letters
6. Resumes
7. Characteristics of Effective
8. Summaries
9. Workplace Visual Aids
10. Proposals
11. Short Reports
12. Long Reports
13. Making Successful Presentations

Course Grade Scale
- 90-100% is an A
- 80-89% is a B
- 70-79% is a C
- 69-60% is a D
- 0-59% is an F

Course Evaluation
Final grades will be calculated according to the following criteria:
1. Resume/Unit Test I--20%
2. Unit Test II--20%
3. Short Report--20%
4. Long Report--20%
5. Final Exam--20%

Course Requirements
1. Resume
2. One Unit Test
3. Research Project, which will include the short report and the long report

Course Policies
1. Log into Blackboard at least once a week long enough to complete all your assignments and participate in the online class.
2. Talk to class instructor at least once every two weeks face-to-face either physically or visually via digital media, such as Skype.
3. The students are responsible for initiating and completing the drop process.
4. Students who stop coming to class and fail to drop the course will earn an 'F' in the course
5. All writing assignments may be submitted to SafeAssign in Blackboard for check for plagiarism.
6. Assignments receiving more than a 0% plagiarism rating may be given an F, and may not be redone.

Disabilities Statement

The Americans with Disabilities Act of 1992 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. Among other things, these statutes require that all students with documented disabilities be guaranteed a learning environment that provides for reasonable accommodations for their disabilities. If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator at (409) 880-1737 or visit the office in Student Services, Cecil Beeson Building.

Student Code of Conduct Statement
It is the responsibility of all registered Lamar Institute of Technology students to access, read, understand and abide by all published policies, regulations, and procedures listed in the LIT Catalog and Student Handbook. The LIT Catalog and Student Handbook may be accessed at www.lit.edu or obtained in print upon request at the Student Services Office.

Approved 08/2017