ENG 160

Technical Communications

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

Prerequisites: ENG 100 and word processing skills.

3.0 Cr (3 lect/pres, 0 lab, 0 other)

Course Focus
Clear and specific writing in the area of one's expertise.

Text and References

**ENG 160 CORE CURRICULUM COMPETENCIES**

All courses approved for the general education core curriculum help students develop communication skills and/or critical thinking.

This course develops written and oral communication skills through instruction and practice that reinforces the writing process and strategies that lead to the development of effectively supported ideas. Information is expressed coherently, cohesively, and that follow the conventions of Standard Written/Oral English demonstrated by:

- Various types of written report projects that consist of a clear central or controlling idea supported with relevant details and examples that serve a specific purpose and that consider audience and situation of use.

This course develops critical thinking skills through instruction that focuses on analysis and evaluation of the rhetorical situation in different media, the gathering and analysis of credible and relevant information, and the synthesis of that information demonstrated by:
A final project that requires a group to work together in specific job roles, and requires both group and individual effort in gathering, evaluating, and synthesizing information

Course Goals
The following list of course goals will be addressed in the course. These goals are directly related to the performance objectives. (*designates a CRUCIAL goal)

1. Understand workplace communication basic principles *
2. Utilize workplace communication basic principles *
3. Develop purposeful documents *
4. Increase audience awareness *
5. Integrate writing process *
6. Practice brainstorming
7. Produce working drafts *
8. Seek formative feedback
9. Revise documents
10. Edit documents *
11. Use word processing software *
12. Produce persuasive scientific arguments
13. Understand style and tone *
14. Utilize style and tone
15. Practice document design *
16. Incorporate visuals
17. Create workplace correspondence *
18. Draft letters
19. Develop memos
20. Design application forms
21. Conduct interviews
22. Prepare news releases
23. Create brochures
24. Develop websites
25. Prepare oral presentation
26. Use presentation software
27. Give oral presentations *
28. Understand workplace report principles *
29. Craft workplace report
30. Write recommendation report
31. Prepare proposals
32. Create mechanism description
33. Develop user friendly instructions
34. Write clear definitions
35. Draft technical reports
36. Prepare charts and graphs
37. Integrate charts and graphs *
38. Practice research strategies
39. Conduct research
40. Use electronic sources
41. Manage information
42. Understand field research
43. Analyze statistics
44. Practice responsible documentation
45. Prepare technical communications portfolio *

Student Contributions
Each student will spend at least 6 hours per week preparing for class. Attendance is critical in this class.

Course Evaluation
COURSE STANDARDS, EVALUATION METHODS/CRITERIA, GRADING POLICY:
Grading System: Final grades will be based on the average of graded assignments during the semester.

<table>
<thead>
<tr>
<th>Score Range</th>
<th>Grade</th>
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<tbody>
<tr>
<td>90 - 100</td>
<td>A</td>
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<tr>
<td>80 - 89</td>
<td>B</td>
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<tr>
<td>70 - 79</td>
<td>C</td>
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<tr>
<td>60 - 69</td>
<td>D</td>
</tr>
<tr>
<td>Below 60</td>
<td>F</td>
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</tbody>
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Course Schedule
The class meets for 3 lecture/presentation hours per week.

ADA STATEMENT
The Technical College of the Lowcountry provides access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation, contact the counselor for students with disabilities at (843) 525-8228 during the first ten business days of the academic term.

ACADEMIC MISCONDUCT
There is no tolerance at TCL for academic dishonesty and misconduct. The College expects all students to conduct themselves with dignity and to maintain high standards of responsible citizenship.

It is the student’s responsibility to address any questions regarding what might constitute academic misconduct to the course instructor for further clarification.

The College adheres to the Student Code for the South Carolina Technical College System. Copies of the Student Code and Grievance Procedure are provided in the TCL Student Handbook, the Division Office, and the Learning Resources Center.

ATTENDANCE
The College’s statement of policy indicates that students must attend ninety percent of total class hours or they will be in violation of the attendance policy.

- Students not physically attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.
- Students taking an online/internet class must sign in and communicate with the instructor within the first ten calendar days from the start of the semester to indicate attendance in the class. Students not attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.
- Reinstatement requires the signature of the division dean.
In the event it becomes necessary for a student to withdraw from the course OR if a student stops attending class, it is the student’s responsibility to initiate and complete the necessary paperwork. Withdrawing from class may have consequences associated with financial aid and time to completion.

When a student exceeds the allowed absences, the student is in violation of the attendance policy. The instructor MUST withdraw the student with a grade of “W”, “WP”, or “WF” depending on the date the student exceeded the allowed absences and the student’s progress up to the last date of attendance or

Under extenuating circumstances and at the discretion of the faculty member teaching the class, allow the student to continue in the class and make-up the work. This exception must be documented at the time the allowed absences are exceeded.

Absences are counted from the first day of class. There are no "excused" absences. All absences are counted, regardless of the reason for the absence.

- A student must take the final exam or be excused from the final exam in order to earn a non-withdrawal grade.
- A copy of TCL’s STATEMENT OF POLICY NUMBER: 3-1-307 CLASS ATTENDANCE (WITHDRAWAL) is on file in the Division Office and in the Learning Resources Center.

HAZARDOUS WEATHER
In case weather conditions are so severe that operation of the College may clearly pose a hardship on students and staff traveling to the College, notification of closing will be made through the following radio and television stations: WYKZ 98.7, WGCO 98.3, WGZO 103.1, WFXH 106.1, WWVV 106.9, WLOW 107.9, WGZR 104.9, WFXH 1130 AM, WLVH 101.1, WSOK 1230 AM, WAEV 97.3, WTCO TV, WTGS TV, WJWJ TV, and WSAV TV. Students, faculty and staff are highly encouraged to opt in to the Emergency Text Message Alert System.

www.tcl.edu/textalert.asp

EMERGENCY TEXT MESSAGE ALERT
Students, faculty and staff are highly encouraged to opt in to the Emergency Text Message Alert System. Participants receive immediate notification of emergency events and weather cancelations via text messaging on their cell phones. Participants can also opt in to receive non-emergency news and announcements. Go to www.tcl.edu. On the homepage, click on “emergency TextAlert at TCL” and fill out the form or go to www.tcl.edu/textalert.asp

GRADING METHODOLOGY
The final grade must be 70 or more (a grade “C” or better) in order to pass the course and progress to the next course. Students absent from an examination or presentation will receive a “0” grade for the examination unless other arrangements are made with the individual instructor prior to the examination or presentation day or on the examination or presentation day before the test/presentation is scheduled to be given.

The student is responsible for notifying the instructor for the reason of the absence. It is also the responsibility of the student to contact the appropriate instructor to arrange to make up the examination. Arrangements may be completed by telephone.

If the instructor is not available, a message should be left on the instructor’s voice mail AND with another member of the faculty or administrative assistant. The make-up exam will be scheduled and the instructor will decide the method of examination. Messages sent by other students are unacceptable.

Revised: 9/25/2012

Reviewed/Approved by Dean of Arts & Sciences 9/26/2012