Eastern WV Community & Technical College
Master Course Record

Course Prefix and Number: ENL 115
Course Title: Technical Communication
Recommended Transcript Title: Technical Communication
Date Approved/Revised: September 7, 2005, October 16, 2013, January 28, 2015; September 7, 2017

Credit Hours: 3
Contact hours per week (Based on 15 week term):
    Lecture: 3
    Lab:

Prerequisite: RDG 100 OR ENL 100 OR minimum acceptable test scores for placement in college-level English. **Corequisite:** **Pre/Corequisite:**
Grading Mode: Letter
Catalog Description: Improve basic writing skills providing practice in organizing and writing basic forms of technical communications, and reviews grammar, usage mechanics appropriate for technical writing. Offers practice in basic oral communication skills geared to industrial needs. Utilization of computer technology to produce written documents.

Course Outcomes:
1. **Conceptual/Thesis – Students will plan and produce writing, which is directed by a clear, well-defined thesis statement representing a particular point of view and will detect and identify opinion and bias in the writing of others.**
    a. Employ a recursive writing process including prewriting, drafting, revising, and editing
    b. Summarize and paraphrase information
    c. Write a clear thesis statement
 	
2. **Development and Support – Students will explore ideas in detail and use a range of evidence to support them.**
    a. Use library sources
    b. Develop document, and organize evidence
    c. Compose succinct process analysis and instructional documents
    d. Compose concise definitional and descriptive documents
    e. Create a well-organized resume
    f. Write and correctly format business letters
    g. Write appropriate emails for a specific audience

3. **Structuring – Students will structure their writing coherently by organizing and presenting information clearly and effectively.**
   a. Write introductory, body, and concluding paragraphs
   b. Write topic sentences
   c. Use appropriate transitions

4. **Language – Students will employ language accurately and appropriately, matching it to purpose and audience**
   a. Use language for effect and to engage audience
   b. Deliver and effective oral presentation with cited PowerPoint
   c. Recognize and create both independent and dependent clauses
   d. Use a variety of sentence structures including simple, compound, complex, and compound/complex
   e. Recognize and avoid sentence errors including sentence fragments, comma splices, and fused/run-on sentences
   f. Use a consistent point of view and verb form including the passive/active voice, verb tenses, subject/verb agreement, and eliminating the first and second person ("I" and "You") for formal documents
   g. Use consistent noun and pronoun reference and agreement including misplaced modifiers and dangling modifiers
   h. Use punctuation accurately particularly commas, semicolons, quotation marks, and apostrophes
   i. Use capitalization accurately
   j. Spell accurately

Implementation Cycle: Spring

Role in College Curriculum: (Check all that apply)
Ξ **General Education** Core Communications for A.A.S. Technical degrees
   Technical Core (Specify Program)
   Restricted Elective (Specify Program)
   General Elective

Course Fee: None

Instructor's Qualifications: Master's Degree with 18 hours in English and/or Technical Communications expertise.

Expanded Course Description
Students must attend class and be active participants in class discussions. Students will originate, draft, critique, and revise documents following the criteria provided by the instructor. They will also participate in oral presentations, which include the use of Microsoft PowerPoint.

Prepared by: Curtis Hakala, Division Chair of General Studies, 9-7-17

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          Name   Title   Date

Approved Per LOT Minutes:

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Dean, Teaching and Learning   Date