Course Syllabus
Wayne County Community College District
ENG 134 Technical Communications

CREDIT HOURS: 3.00

CONTACT HOURS: 45.00

COURSE DESCRIPTION:
This course focuses on the identification of the basic elements of written communication in technical fields and the production of communications appropriate to the technical field. Oral communication is also promoted.

EXPECTED OUTCOMES
Upon successful completion of the course, the student should be able to:
1. Identify and analyze principles of organizational structure and the flow of communication in business or strategies to present technical information in charts, figures, and graphs
2. Identify writing audiences, purposes, occasions, and subjects
3. Evaluate, plan, and write standard business letters and memoranda and standard technical reports
4. Revise, edit, and proofread writing for correctness, consistency, and effectiveness
5. Apply basic principles of rhetoric used in business writing or in technical writing
6. Conduct research using reference sources, electronic and printed indices of periodical literature, general and academic articles, books, and/or videotapes
7. Use MLA style to write citations, quote, summarize, paraphrase, format papers, and document sources in reports
8. Use organizational skills to complete work on time
9. Collaborate with others as writers do in the workplace
10. Actively engage in an on-line environment, including group work and peer review work

ASSESSMENT METHODS
Student performance may be assessed by examination, quizzes, case studies, oral reports, group discussion, written reports or presentations. The instructor reserves the option to employ one or more of these assessment methods during the course.

GRADING SCALE
90%-100% = A
80%-89.9% = B
70%-79.9% = C
60%-69.9% = D
<60% = E