

# ENGL 2311 — Technical & Business Writing

## Frank Phillips College

---

### General Course Information

Credit Hours: 3

General Education Core Curriculum Course

### Prerequisite

Computer competency in word processing and completion of ENGL 1301 or its equivalent with a grade of C or better.

### Course Description

Intensive study of and practice in 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 individual and collaborative processes involved in the creation of ethical and efficient documents.

THECB Approval Number .....23.1303.51.12

### Statement of Purpose

Through the Texas Core Curriculum, students will gain a foundation of knowledge of human cultures and the physical and natural world, develop principles of personal and social responsibility for living in a diverse world, and advance intellectual and practical skills that are essential for all learning.

### Core Objectives Required for Communication Courses

Courses in this category focus on developing ideas and expressing them clearly, considering the effect of the message, fostering understanding, and building the skills needed to communicate persuasively.

Courses involve the command of oral, aural, written, and visual literacy skills that enable people to exchange messages appropriate to the subject, occasion, and audience.

- **Critical Thinking Skills** – to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- **Communication Skills** – to include effective development, interpretation and expression of ideas through written, oral and visual communication
- **Teamwork** – to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
- **Personal Responsibility** – to include the ability to connect choices, actions and consequences to ethical decision-making

<b>Required Core Objective</b>	<b>Activity Related to Core Objective</b>
Communication – to include effective development, interpretation, and expression of ideas through written, oral, and visual communication	Students will complete a 500 – 1000 word minimum article for a trade publication of choice that demonstrates effective development, interpretation, and expression of ideas, including an understanding of audience and purpose.
Communication – to include effective development, interpretation, and expression of ideas through written, oral, and visual communication	Students will complete a 500 – 1000 word analytical Ethics Case study essay that demonstrates effective development, interpretation, and expression of ideas, including an understanding of audience and purpose.
Communication – to include effective development, interpretation, and expression of ideas through written, oral, and visual communication	Students will demonstrate proficiency in visual and oral communication through various media in the classroom.
Critical Thinking Skills – to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information	Students will complete a one to two page resume' assignment that requires creative thinking, innovation, inquiry, analysis, and synthesis.
Critical Thinking Skills – to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information	Students will utilize creative thinking, innovation, inquiry, analysis, and evaluation on reading quizzes over the course's required texts.
Critical Thinking Skills – to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information	Students will utilize creative thinking, innovation, inquiry, analysis, and evaluation during an in-class writing assignment.
Personal Responsibility – to include the ability to connect choices, actions, and consequences to ethical decision-making	Students will complete a self-evaluative essay while demonstrating the ability to connect choices, actions, and ethical decision making to their role within group.
Personal Responsibility – to include the ability to connect choices, actions, and consequences to ethical decision-making	Students will complete a journal/shorter writing assignment relating to choice, decision making, and consequences.
Personal Responsibility – to include the ability to connect choices, actions, and consequences to ethical decision-making	Students will be evaluated using various data on attendance, tardiness, and or completed assignments to evaluate choices, actions, and consequences to the decisions made in the classroom
Teamwork – to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.	Students will complete a group paper or project utilizing the ability to consider different points of view and to work effectively with others.
Teamwork – to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.	Students will complete a group presentation utilizing the ability to consider different points of view and to work effectively with others.
Teamwork – to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.	Students will review the work of their peers utilizing the ability to consider different points of view and to work effectively with others.

## Learning Outcomes

Upon successful completion of this course, students will:

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.

## Methods of Evaluation

Category	Percentage
Formal Papers & Projects	60%
Daily Grades	20%
Exams	20%
Total	100%

## Academic Honesty and Integrity

Students attending Frank Phillips College are expected to maintain high standards of personal and scholarly conduct. Academic dishonesty including, but not limited to, cheating, collusion (working with anyone else to produce work for which you take credit without the professor's permission), utilizing resources such as books and notes for a test without the professor's permission, and plagiarism is considered a serious offense and may result in disciplinary actions including:

- A grade of 0 for the test or assignment
- A semester grade of F for the course
- Administrative withdrawal from the course
- Academic suspension
- Notation of the student's transcript of "Academic Dishonesty."
- \*\*\*Faculty members have the right to assign a failing grade to a student who is guilty of academic dishonesty at any point during a semester. Faculty members may prohibit a student from dropping a course when academic dishonesty is discovered. However, if a student has dropped the course in accordance with the rules and dates applied to dropping a course and prior to the discovery of academic dishonesty, the grade of W will stand. Students currently enrolled in a course and students who have completed a course (A, B, C, D, CT, and I) may have a grade changed to an F if academic dishonesty is discovered. The faculty member must notify the student of the change to the final grade within one week of facilitating the change. The student will have the opportunity to appeal the final grade change according to the college policy stated in the catalog.

## **Class Attendance**

Regular attendance is necessary for satisfactory achievement. Therefore, it is the responsibility of the student to attend class in accordance with requirements of the course as established by the instructor.

Students will be excused from class without penalty when either representing the college in an approved activity or having an approved reason for not attending. Reasons for absences must be approved by the instructor of the course. These exceptions do not relieve the student of the responsibility of making up the missed work as designated by the instructor concerned.

**Students who enroll in one or more college-preparatory course(s) because of TSI deficiency will be administratively withdrawn from all classes if the course in which they are excessively absent is their only preparatory course.** For a student enrolled in more than one preparatory course, the student may be dropped from only the course affected by absences.

Any student who is absent from classes for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day, provided that proper notification of the absence is given to the instructor of the course missed. The student should notify the instructor within the first fifteen (15) days of the semester that he or she intends to be absent on the specified holy day.

## **Cell Phones and Other Electronic Devices Procedure:**

Cell phones and electronic devices in the classroom create a distraction for both students and faculty. Cell phones are also considered suspicious during test taking. Therefore, Frank Phillips College outlines the procedure for handling cell phone usage in a classroom as follows:

1. First Offense: the student will be warned verbally by the instructor to turn off the cell phone or electronic device or by appropriate administrative personnel at distance sites. The instructor will make a notation of the infraction.
2. Second Offense: the student will be asked to leave the class period for the day and will receive zeroes for any work done in class on that day; a student receiving instruction through remote connection at an off-campus site will be required to attend the class face to face in Borger from this class date forward.
3. Third Offense: the student will be administratively withdrawn from the class in which the infraction occurred and will receive no refund for the class.

Students should leave the college's main number with an appropriate contact in case of an emergency.

Borger: (806) 457-4200, ext. 0 or 886-5047 after hours

Dalhart: (806) 244-7669

Perryton: (806) 648-1450

## **Grievance Policy**

If you have a dispute concerning your grade or policies in this class, it is your responsibility to FIRST contact the instructor, either by e-mail or in person, to discuss the

matter. Should things remain unresolved after this initial contact, please follow the procedures described in the Academic Policies section of the Frank Phillips College Catalog. In the vast majority of cases, the matter can be resolved at the instructor/student level, and learning to communicate your concerns in a civilized manner is part of the college experience.

### **Important Information**

Frank Phillips College is a Microsoft Office Campus. You must submit your electronic assignments in Microsoft Office programs only. If you do not have Microsoft Office, you may use one of the computer lab sites on campus for your class work.

### **Scans/Or Core Competencies That Will Be Addressed in the Class**

#### **Resources:**

Allocates Time  
Allocates Money  
Allocates Material & Facility Resources

#### **Interpersonal:**

Participates as a Member of a Team  
Teaches Others  
Serves Clients/Customers  
Exercises Leadership  
Negotiates to Arrive at a Decision  
Works with Cultural Diversity

#### **Technology:**

Selects Technology  
Applies Technology  
Maintains & Troubleshoots Technology

#### **Basic Skills:**

Reading  
Writing  
Arithmetic  
Mathematics  
Listening & Speaking

#### **Information:**

Acquires & Evaluates Information  
Organizes & Maintains Information  
Uses Computers to Process Information

#### **Thinking Skills:**

Creative Thinking  
Decision Making  
Problem Solving  
Seeing Things in the Mind's Eye  
Knowing How to Learn  
Reasoning

#### **Systems:**

Understands Systems  
Monitors & Corrects Performance  
Improves & Designs Systems

#### **Personal Qualities:**

Responsibility  
Self-Esteem  
Sociability  
Self-Management  
Integrity/Honesty