**Barton Community College**

1. **GENERAL COURSE INFORMATION**

Course Number: ENGL 1205

Course Title: Technical and Report Writing

Division and Discipline: English--Humanities

Course Description: This course involves the study of various composition techniques vital to a technical or professional writer. Structure, terminology, and types of reports are studied in depth.

1. **CLASSROOM POLICY**

Students and faculty of Barton Community College constitute a special community engaged in the process of education. The college assumes that its students and faculty will demonstrate a code of personal honor, which is based upon courtesy, integrity, common sense, and respect for others both within and outside the classroom.

The college reserves the right to suspend a student for conduct, which is detrimental to the college’s educational endeavors as outlined in the college catalog.

Plagiarism on any academic endeavors at Barton Community College will not be tolerated. Learn the rules of and avoid instances of intentional or unintentional plagiarism.

Anyone seeking an accommodation under provision of the Americans with Disabilities Act should notify the instructor and the BCCC Coordinator of Instructional Services.

1. **COURSE AS VIEWED IN TOTAL CURRICULUM**

Our goal is that the soldier or family member will develop an understanding and skill in constructive criticism, technical writing forms (explanation, analysis, instruction, and summary). Additionally the soldier or family member will gain a general understanding of military writing standards. This course is designed to introduce students to writing required in the work environment.

Technical and Report Writing is a fundamental course that may be used to fulfill program requirements and is transferable to many Kansas Regent Universities.

The transferability of all college courses will vary among institutions, and perhaps even among departments, colleges, or programs within an institution. Institutional requirements may also change without prior notification. It is the student's responsibility to obtain relevant information from intended transfer institutions to insure that the courses the student enrolls in are the most appropriate set of courses for the transfer program.

1. **ASSESSMENT OF STUDENT LEARNING / COURSE OUTCOMES**

Barton Community College is committed to the assessment of student learning and to quality education. Assessment activities provide a means to develop an understanding of how students learn, what they know, and what they can do with their knowledge. Results from these various activities guide Barton, as a learning college, in finding ways to improve student learning.

###### Course Outcomes

1. Demonstrate use of the writing process in completing written assignments for specific audience and purpose.
2. Write different types of technical correspondence: Letters, Summaries, Paraphrases, Short Research Reports, Memos, E-mail, Instructions, Resumes
3. Use Prewriting Techniques to overcome writer’s block.
4. Write rough drafts.
5. Rewrite and revise rough drafts.
6. Practice critical thinking and problems solving skills inherent in the challenges of writing.

1. **COURSE COMPETENCIES:**

A. Write technical correspondence to standards of clarity, conciseness, accessible document design, audience recognition and accuracy.

B. Evaluate technical correspondence based on clarity, conciseness, accessible document design, audience recognition and accuracy.

1. Clarity
2. Important points come first
3. Reporter’s questions answered (When, where, who, how, why, what)
4. Specific, denotative words used
5. Conciseness
6. Words are generally one or two syllables
7. Sentence average 10-12 words
8. Paragraphs do not exceed six typed lines
9. Majority of sentences in active voice
10. Accessible Document Design
11. Highlighting techniques emphasize main points to help access
12. Highlighting techniques not overused (bullets, white space, headings, graphics)
13. Audience Recognition
14. Defines all high-tech terms
15. Considers audience needs
16. Uses pronouns to involve audience
17. Accuracy
18. Correct punctuation
19. Correct spelling
20. Correct grammar and usage
21. **INSTRUCTOR EXPECTATIONS OF STUDENTS IN CLASS**
22. **TEXT AND SUPPLEMENTARY MATERIALS USED IN THE COURSE**
23. **REFERENCES**
24. **METHODS OF INSTRUCTION AND EVALUATION**
25. **ATTENDANCE REQUIREMENTS**
26. **COURSE OUTLINE**