

CORE CURRICULUM COMPONENT APPLICATION  
Texarkana College

**Part I: Course Information**

Course Type

- Existing/Restructured  
 New Course

Course Prefix & Number: **ENGL 2311**

Texas Common Course Number (TCCN): **2311**

Course Title: **Technical & Business Writing (single-semester course)**

Course Catalog Description

**Technical & Business Writing (3,3,0).** An introduction to technical communication in which rhetorical principles are explained, illustrated, and applied to a variety of assignments in scientific and technical fields.

Course Prerequisites:

ENGL 1301 with a grade of C or better

Available Online?

- Yes  
 No

**Part II: THECB Course Objectives**

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.

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<p><b>Part III: THECB Skill Objectives</b></p> <p><b>1. Critical Thinking Skills:</b> include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information</p> <p><b>2. Communication Skills:</b> include effective development, interpretation and expression of ideas through written, oral and visual communication</p> <p><b>3. Teamwork:</b> include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal</p> <p><b>4. Personal Responsibility:</b> to include the ability to connect choices, actions and consequences to ethical decision making</p>
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<p><b>Part IV: Course Student Learning Outcomes (SLO)</b></p> <p>Upon successful completion of this course, students will:</p> <ol style="list-style-type: none"> <li>1. Recognize, analyze, and accommodate diverse audiences.</li> <li>2. Produce documents appropriate to audience, purpose, and genre.</li> <li>3. Analyze the ethical responsibilities involved in technical communication.</li> <li>4. Locate, evaluate, and incorporate pertinent information.</li> <li>5. Develop verbal, visual, and multimedia materials as necessary, in individual and/or collaborative projects, as appropriate.</li> <li>6. Edit for appropriate style, including attention to word choice, sentence structure, punctuation, and spelling.</li> <li>7. Design and test documents for easy reading and navigation.</li> </ol>
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<b>Course Student Learning Outcome</b>	1. Recognize, analyze, and accommodate diverse

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	<p>audiences.</p> <p>2. Produce documents appropriate to audience, purpose, and genre.</p> <p>3. Analyze the ethical responsibilities involved in technical communication.</p> <p>4. Locate, evaluate, and incorporate pertinent information.</p> <p>5. Develop verbal, visual, and multimedia materials as necessary, in individual and/or collaborative projects, as appropriate.</p> <p>6. Edit for appropriate style, including attention to word choice, sentence structure, punctuation, and spelling.</p>
<b>General Learning Activities</b>	General Learning Activities include lecture, collaborative engagement of content, small group discussion and/or evaluation, and written demonstration and/or formal presentation of students' understanding.
<b>Assessment</b> <i>Must Include Assignment &amp; Rubric</i>	Students will prepare and present a Service Learning Project Report to include a Service Learning Project Proposal, Usability Test Plan, and Document Design/Redesign. TBA

<b>Skill Objective:</b>	<b>Communication Skills:</b> to include effective written, oral, and visual communication
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