Course Description

Study of the process of technical writing and written communication. Students review various formats and writing purposes and produce technical and business-related documents.

Prerequisites

EH 1020: English Composition II or equivalent

Course Textbook


Course Learning Objectives

Upon completion of this course, students should be able to:

1. Demonstrate how to write effective business letters and memorandums.
2. Discuss the elements necessary for the proper organization of information in documents.
3. Explain the purpose of a summary.
4. Demonstrate how to write effective instructions and procedural documents.
5. Compare and contrast the writing forms of analysis and comparison and give examples of when each should be employed.
6. Develop a professionally formatted report.
7. Discuss the role and contents of the resume, cover letter, vitae, and portfolio in an effective job search.

Credits

Upon completion of this course, the students will earn three (3) hours of college credit.

Course Structure

1. **Unit Learning Objectives:** Each unit contains learning objectives that specify the measurable skills and knowledge students should gain upon completion of the unit.
2. **Unit Summaries:** Each unit contains an overview, or summary, of the information to be covered.
3. **Reading Assignments:** Each unit contains reading assignments from one or more chapters from the textbook.
4. **Key Terms:** Key terms are intended to guide students in their course of study. Students should pay particular attention to key terms as they represent important concepts within the unit material and reading.
5. **Discussion Boards:** Discussion Boards are a part of all CSU term courses. Information and specifications regarding these assignments are provided in the Academic Policies listed in the Course Menu bar.
6. **Assessments:** Units I-VII contains unit assessments, which are composed of ten multiple-choice questions and two written response questions.
7. **Final Exam (proctored):** Students are to complete a final exam for Unit VIII. All final exams are proctored (see details below). You are permitted four (4) hours to complete this exam, in the presence of your approved proctor. This is an open book exam. Only course textbooks and a calculator, if necessary, are allowed when taking proctored exams.

8. **Ask the Professor:** This communication forum provides you with an opportunity to ask your professor general or course content related questions.

9. **Student Break Room:** This communication forum allows for casual conversation with your classmates.

### Final Examination Guidelines

Final examinations are to be administered to students by an approved proctor on a date that is mutually convenient. The student is responsible for selecting a qualified proctor that must be approved by the university.

A list of acceptable proctors is provided in the Examination Proctor Policy. To review the complete Examination Proctor Policy including a list of acceptable proctors, proctor responsibilities, proctor approval procedures and the Proctor Agreement Form, go to the MyCSU Student Portal from the link below.

http://mycsu.columbiasouthern.edu

Proctored Final Exams are taken online. To request your proctored final exam, select the designated links found in the online course. You are permitted four (4) hours to complete this exam, in the presence of your approved proctor. This is an open book exam. Only course textbooks and a calculator, if necessary, are allowed when taking proctored exams.

### Communication Forums

These are non-graded discussion forums that allow you to communicate with your professor and other students. Participation in these discussion forums is encouraged, but not required. You can access these forums with the buttons in the Course Menu. Instructions for subscribing/unsubscribing to these forums are provided below.

Click here for instructions on how to subscribe/unsubscribe and post to the Communication Forums.

### Ask the Professor

This communication forum provides you with an opportunity to ask your professor general or course content questions. Questions may focus on Blackboard locations of online course components, textbook or course content elaboration, additional guidance on assessment requirements, or general advice from other students.

Questions that are specific in nature, such as inquiries regarding assessment/assignment grades or personal accommodation requests, are NOT to be posted on this forum. If you have questions, comments, or concerns of a non-public nature, please feel free to email your professor. Responses to your post will be addressed or emailed by the professor within 48 hours.

Before posting, please ensure that you have read all relevant course documentation, including the syllabus, assessment/assignment instructions, faculty feedback, and other important information.

### Student Break Room

This communication forum allows for casual conversation with your classmates. Communication on this forum should always maintain a standard of appropriateness and respect for your fellow classmates. This forum should NOT be used to share assessment answers.

### Grading

<table>
<thead>
<tr>
<th>Component</th>
<th>Weight</th>
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</thead>
<tbody>
<tr>
<td>Discussion Board (8 @ 1.75%)</td>
<td>14%</td>
</tr>
<tr>
<td>Unit Assessments (7 @ 8%)</td>
<td>56%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>30%</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

EH 3341, Technical Writing 2
Course Schedule/Checklist (PLEASE PRINT)

The following pages contain a printable Course Schedule to assist you through this course. By following this schedule, you will be assured that you will complete the course within the time allotted.
By following this schedule, you will be assured that you will complete the course within the time allotted. Please keep this schedule for reference as you progress through your course.

<table>
<thead>
<tr>
<th>Unit I</th>
<th>Introduction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review:</td>
<td>☐ Unit Study Guide</td>
</tr>
</tbody>
</table>
| Read: | ☐ **Chapter 1: Introduction**  
| | **Supplemental Reading:**  
| | ☐ Purdue Online Writing Lab "Plagiarism"  
| | ([http://owl.english.purdue.edu/ow/](http://owl.english.purdue.edu/ow/)) |
| Discuss: | ☐ **Discussion Board Response**: Submit your response to the Discussion Board question by Saturday, Midnight (Central Time) |
| Submit: | ☐ **Assessment** by Tuesday, Midnight (Central Time) |

Notes/Goals:

<table>
<thead>
<tr>
<th>Unit II</th>
<th>Organizing Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review:</td>
<td>☐ Unit Study Guide</td>
</tr>
<tr>
<td>Read:</td>
<td>☐ <strong>Chapter 2: Organizing Information</strong></td>
</tr>
</tbody>
</table>
| Discuss: | ☐ **Discussion Board Response**: Submit your response to the Discussion Board question by Saturday, Midnight (Central Time)  
| | ☐ **Discussion Board Comment**: Comment on another student’s Discussion Board response by Tuesday, Midnight (Central Time) |
| Submit: | ☐ **Assessment** by Tuesday, Midnight (Central Time)  
| | ☐ **Proctor Approval Form** |

Notes/Goals:

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<tr>
<th>Unit III</th>
<th>Letters, Memos, E-mail, and Related Forms</th>
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</thead>
<tbody>
<tr>
<td>Review:</td>
<td>☐ Unit Study Guide</td>
</tr>
<tr>
<td>Read:</td>
<td>☐ <strong>Chapter 3: Letters, Memos, E-mail, and Related Forms</strong></td>
</tr>
</tbody>
</table>
| Discuss: | ☐ **Discussion Board Response**: Submit your response to the Discussion Board question by Saturday, Midnight (Central Time)  
| | ☐ **Discussion Board Comment**: Comment on another student’s Discussion Board response by Tuesday, Midnight (Central Time) |
| Submit: | ☐ **Assessment** by Tuesday, Midnight (Central Time) |

Notes/Goals:
# Course Schedule

## Unit IV

**Writing Messages in Various Media and Formats**

**Review:**  
- [ ] Unit Study Guide

**Read:**  
- [ ] Chapter 4: Our House to Yours: Using Summaries to Inform

**Discuss:**
- [ ] Discussion Board Response: Submit your response to the Discussion Board question by Saturday, Midnight (Central Time)
- [ ] Discussion Board Comment: Comment on another student’s Discussion Board response by Tuesday, Midnight (Central Time)

**Submit:**  
- [ ] Assessment by Tuesday, Midnight (Central Time)

**Notes/Goals:**

## Unit V

**Directions and Instructions: Writing about Process**

**Review:**  
- [ ] Unit Study Guide

**Read:**  
- [ ] Chapter 5: Directions and Instructions: Writing About Process

**Discuss:**
- [ ] Discussion Board Response: Submit your response to the Discussion Board question by Saturday, Midnight (Central Time)
- [ ] Discussion Board Comment: Comment on another student’s Discussion Board response by Tuesday, Midnight (Central Time)

**Submit:**  
- [ ] Assessment by Tuesday, Midnight (Central Time)

**Notes/Goals:**

## Unit VI

**Using Analysis: Writing a Report**

**Review:**  
- [ ] Unit Study Guide

**Read:**  
- [ ] Chapter 6: Using Analysis: Writing a Report

**Discuss:**
- [ ] Discussion Board Response: Submit your response to the Discussion Board question by Saturday, Midnight (Central Time)
- [ ] Discussion Board Comment: Comment on another student’s Discussion Board response by Tuesday, Midnight (Central Time)

**Submit:**  
- [ ] Assessment by Tuesday, Midnight (Central Time)

**Notes/Goals:**
<table>
<thead>
<tr>
<th>Unit VII</th>
<th>Writing the Formal Report</th>
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<tbody>
<tr>
<td>Review:</td>
<td>□ Unit Study Guide</td>
</tr>
<tr>
<td>Read:</td>
<td>□ Chapter 7: Writing the Formal Report</td>
</tr>
<tr>
<td>Discuss:</td>
<td>□ Discussion Board Response: Submit your response to the Discussion Board question by Saturday, Midnight (Central Time)</td>
</tr>
<tr>
<td></td>
<td>□ Discussion Board Comment: Comment on another student’s Discussion Board response by Tuesday, Midnight (Central Time)</td>
</tr>
<tr>
<td>Submit:</td>
<td>□ Assessment by Tuesday, Midnight (Central Time)</td>
</tr>
<tr>
<td></td>
<td>□ Request to Take Final Exam</td>
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</table>

Notes/Goals:

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<th>Unit VIII</th>
<th>Selling Yourself</th>
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<tbody>
<tr>
<td>Review:</td>
<td>□ Unit Study Guide</td>
</tr>
<tr>
<td>Read:</td>
<td>□ Chapter 8: Selling Yourself</td>
</tr>
<tr>
<td>Discuss:</td>
<td>□ Discussion Board Response: Submit your response to the Discussion Board question by Saturday, Midnight (Central Time)</td>
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<td>□ Final Exam by Tuesday, Midnight (Central Time)</td>
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