

CT State Community College Course Outline Template: Fall 2023

This template should be used by faculty to create an official record of a course for inclusion in the CT State Community College catalog. A completed template must be submitted for every course to be moved to the single college catalog.

COURSE TITLE: Title to appear in the catalog (note: Banner has a 30-character limit)	Composition II: Technical Writing and Presentations
COURSE CODE: 3-letter subject code and number (include cross-listed code & number if applicable)	ENG 1080
SUMMARY OF CHANGES:	Change to the title and additions to the outcomes and topic outcomes align this with the Written Communication II outcomes, especially in the area of development of college-level research skills and research essay/ project writing. This course now matches a primary outcome of ENG 1020 (1020H) + ENG 1030 (1030 H).
EFFECTIVE DATE OF CHANGES:	For fall 2023 curriculum.
CREDIT HOURS: Number of credits awarded for successful completion of course	3
CONTACT HOURS: Number of hours of instruction time (i.e., hours of contact between students and instructor)	Lecture: 3 Lab: Clinical: Other (e.g., studio):
BILLING HOURS: Number of credits for which students are charged	3
ADDITIONAL FEES Check all that apply	<input type="checkbox"/> Supplemental Course Fee Level 1 <input type="checkbox"/> Supplemental Course Fee Level 2 <input type="checkbox"/> Advanced Manufacturing Course Fee

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	<input type="checkbox"/> Material Fee <input type="checkbox"/> Other: <input checked="" type="checkbox"/> None
WORKLOAD HOURS: Number of hours used to determine faculty workload	3
PREREQUISITES: Courses for which students must be eligible and/or courses that must be completed (with minimum grade specified) to enroll	ENG 1010 with a C or better, or permission of instructor
COREQUISITES: Courses in which students must be concurrently enrolled	NA
COURSE DESCRIPTORS: For example: General Education course (include category), Clinical, Lab, Studio, Distance Learning, Seminar, Practicum. Use designated codes: (once developed)	Lecture General Education: Written Communication II
CATALOG COURSE DESCRIPTION: The description to appear in the catalog	A course in developing the skills needed for technical communication in its various forms. Students will study how audience, purpose, and context shape the process and production of texts in the fields of business, science, technology, and industry. This course teaches the fundamentals of ethical research in those fields, including proper citation.
STUDENT LEARNING OUTCOMES: The student learning outcomes for the course should be assessable (e.g., consistent with Bloom's taxonomy) and aligned with program outcomes (where applicable).	Upon successful completion of this course the student will be able to: <ol style="list-style-type: none"> 1. Identify the special characteristics of technical communication in its various forms such as business memos, process instructions, technical definitions, physical and mechanical descriptions, technical proposals, manuals, and abstracts.

	<ol style="list-style-type: none"> 2. Evaluate the specific audience, purpose, and context for written technical communications. 3. Apply strategies for producing technical communication including planning, data gathering, analyzing, writing, and integrating visual aids such as tables, graphs, and charts. 4. Collect, analyze, document, and report research clearly, concisely, logically, and ethically; understand the standards for legitimate interpretations of research data within scientific and technical communities.
<p>TOPICS OUTLINE:</p> <p>The instructional units in which the above outcomes will be taught and assessed.</p>	<p>Topics should include:</p> <ol style="list-style-type: none"> 1. Forms of technical communication (such as business memos, process instructions, technical definition, physical and mechanical description, technical proposals, manuals, and abstracts) 2. Strategies for developing effective technical communication (such as planning, data gathering, analyzing, writing, and revising) 3. Strategies for formatting technical communication, including the use of visual aids such as tables, graphs, charts, and multimedia 4. Strategies for the identifying basic sources and methods of research and documentation on relevant topics; synthesize and integrate material from primary and secondary sources in a research paper/project design. 5. Techniques for verifying and protecting information (validation and certification) 6. Professional ethics and copyright law
<p>TERMS OFFERED</p> <p>Please check all that apply</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Fall <input checked="" type="checkbox"/> Winter <input checked="" type="checkbox"/> Spring <input checked="" type="checkbox"/> Summer
<p>COURSE MODALITY</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> On-ground <input checked="" type="checkbox"/> Online (asynchronous or synchronous)

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Please check all that apply	<input checked="" type="checkbox"/> Hybrid <input checked="" type="checkbox"/> Other (specify): LRON
ADDITIONAL INFORMATION: If applicable, include any special instructions or requirements (e.g., field work or background check required) as well as any recommended texts or materials (e.g., open-source materials)	NA
CLASSROOM REQUIREMENTS (e.g., Computer lab, Kitchen, Science lab, Studio, Lecture)	Computer Classroom