

Introduction to Technical/Professional Communication

Overview

Welcome to English Writing 342 (ENGWR 342) at American River College with Professor Shannon Mendez. This document provides a brief overview of the course. Once you're enrolled, you'll find more details (office hours, assignments, deadlines, and so forth) in the Syllabus.

Course Description

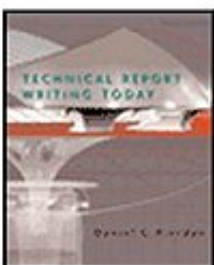
This course emphasizes principles of reader-centered writing for the workplace, focusing specifically on aspects of technical and professional communication. The course teaches the writing of documents used in businesses, academia, industry, and government. These documents may include memos, letters, brochures, reports, procedures, proposals, grants, scientific reports, web sites, software documentation, and case studies. The course may include team projects that require collaboration outside the classroom.

Prerequisite/Advisory

Please note that there is no prerequisite for taking this course, but it is advised that you have completed ENGWR 102 (Proficient Writing) or 103 (Practical Communication) with a grade of "C" or better; or have been placed through the assessment process.

Required Book

You will need the following book for this course:



TECHNICAL REPORT WRITING TODAY

Author	RIORDAN
Edition	9TH 05
Published Date	2005
ISBN	9780618433896

You will need to have this book for the first week of class, so choose a store and shipping method that will deliver the book to you in time.

Course Website

Once you're enrolled in the course, you'll have access to our course website in Desire2Learn (D2L), where you will find all the course materials. To access our D2L website, go to <https://d2l.losrios.edu/>.

Course Orientation

The orientations for the online Technical/Professional Communication courses are fully online. A few days before the course begins, you can login to our D2L site and go through the Orientation materials.

Course Activities

You will have a weekly deadline to complete course activities, such as reading the text, completing exercises, participating in Discussion Board conversations, and writing papers. I will post an announcement each week that provides information about the activities. I may also post additional announcements or Discussion Board posts as issues and topics come up. We do not have a scheduled time to chat; all activities within the week are self-paced at your own schedule, but you must meet the end-of-the-week deadline.

I recommend that you plan ahead and set aside six hours each week for completing your assignments--this includes checking the course website and Discussion Board posts throughout the week. Note that some weeks will require less time, but some may require more. (Did you know that college courses are designed for students to spend two additional hours of outside course activities for each hour they spend in class?)

Conclusion

The goal for this course is to help you improve your business writing skills. The course also provides a foundation for the other Technical/Professional Communication courses at American River College.

Preparation Checklist for ENGWR 342:

- Get the course textbook
- Plan for time to complete coursework each week