Overview

Welcome to English Writing 352 (Engwr 352) with Professor Shannon Mendez at American River College. This document provides a brief overview of the course. Once you're enrolled, you'll find more details (office hours, deadlines, and so forth) in the Syllabus.

Information for Spring 2013

Engwr 352 is an online course. We will not have a specific time that we meet online; you will complete the coursework on your own schedule. However, you will need to meet a weekly deadline.

Course	Day	Time	Location	Dates
19239	Any (Deadlines are Fridays)	Any 1.5 hrs (Deadlines are at midnight)	Any	Jan 19-May 22

Course Description

This course is designed for professionals in all fields who need to design, create, and revise user and reference manuals in print or online formats. The course offers strategies for audience and task analysis, product learning, document design, drafting, procedure writing, and revision. Desktop publishing and/or online help development tools are used to produce a portfolio-quality print or online manual.

Learning Outcomes and Objectives

Upon completion of this course, you will be able to:

- Analyze audience, tasks, purpose and contexts of user and reference manuals.

- Create templates for manuals using desktop-publishing or online help development tools.

- Compose user or reference manuals in concise, user-oriented language that effectively addresses the audience's tasks and purposes.

- Estimate time to complete project.

- Design and conduct usability testing of manuals.

- Choose effective visual aids for manuals.
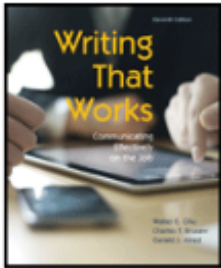
Prerequisite
None.

Advisory
ARTNM 352 (Design for Publication), CISA 305 (Beginning Word Processing), and ENGWR 342 (Introduction to Technical/Professional Communication).

Required Book

You will need the following book for this course:

WRITING THAT WORKS

Author	OLIU
Edition/Copyright	11TH 13
Published Date	2013
ISBN	9781457611131

REQUIRED

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). The website provides all the course materials and your grades. You'll also use the website to upload your papers (note that I use Turnitin.com for plagiarism detection). To access our D2L website, go to https://d2l.losrios.edu/.