



## Southern Arkansas University Tech

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[www.sautech.edu](http://www.sautech.edu)

## ONLINE COURSE INFORMATION SHEET

**Course Number:** CO2213 (ACTS Equivalent Course ENGL2023)

**Course Title:** Technical Writing

**Course Description:** This course is a study of the functional aspects of technical communication guided by correctness, clarity, and conciseness as well as by audience, purpose, layout and design. Emphasis is placed on technical instructions, process analysis, mechanism description, definition, observation, analysis, proposal writing, research and the use of visuals in both written and oral communication. Additional focus is on collaborative writing, problem solving, oral workplace communication, and the use of visuals in computer assisted writing. Students who effectively follow the models of effective technical communication presented during the class while developing their own assigned papers and oral presentations during the semester transfer the knowledge to overcome the challenges of real life writing and speaking situations they encounter after they leave the classroom.

**Instructor:** Sharon Scott

### Instructor Bio

My name is Sharon Scott. I have a Master's Degree from the University of Arkansas at Little Rock in Technical and Expository Writing and a Bachelor's Degree in English Education from Southern Arkansas University. I have completed all course work in the Higher Education doctoral program at UALR and I am currently planning and researching my dissertation topic focusing on online class orientation. I will complete my doctorate as my teaching schedule allows. I have been teaching fulltime at SAU Tech since 1999 and taught as an adjunct instructor for ten years at SAU Tech before that. I believe the Technical Writing course will be beneficial to you in both your present and future work because we all must communicate on the job and often that communication takes a written form.

### How can you reach me?

1) Office: AD 224 2) E-mail: [sscott@sautech.edu](mailto:sscott@sautech.edu) - If you're in the Technical Writing course CO 2213, however, you will e-mail me through the Blackboard course email. 3) Phone: 870-574-4555

**Prerequisite:** None

### Textbook Information

Pickett, Nell Ann, Ann A. Laster, and Katherine E. Staples (2001). Technical English: Writing, Reading, and Speaking. 8<sup>th</sup> Edition. New York: Addison Wesley Longman. ISBN: 0-321-00352-7

### Learning Outcomes:

- 1 Use word processing and visual aids to give support to effective writing.
- 2 Write effective business communication that meets the audience's needs.
- 3 Gather information through library and field research.
- 4 Use layout and design as aids to communication.
- 5 Use the various techniques of instruction, process, description, definition, observation, collaboration, and analysis as determined by audience and purpose in written papers and oral presentations.
6. Design, draft, and produce a formal proposal.

### On-Campus Requirement

The final exam must be taken at an approved proctor site. Visit the college web site at [www.sautech.edu](http://www.sautech.edu) for detailed information.

You should log into your class at least every other day and you should email your instructor once a week telling how you are progressing in the class. If you have technical difficulties (computer crashes, etc.) or personal problems that cause you to fall behind in your work, you should let the instructor know immediately. Contacting the instructor does not relieve you of the responsibility of doing your work, but it does allow the instructor to work with you to overcome the problems you are encountering.

### Modes of Interaction

I really like to form an on-line "community of learners" between the students and me and among the students themselves. I strive to create and facilitate a "user-friendly" course. Here is some information about the required work:

Assignments: In this section, you will find assignments for each lesson per unit. Once you submit an assignment, it will be

graded and I'll give you feedback about how you can improve your next assignment, and your grade will be entered.

**Collaborative Projects:** In this section, you will find the selections for a variety of projects you will develop during this course by working with other students in the course. You will do this by chat or email or telephone or whatever works best for your particular group. There are three projects for this course: An online discussion board for reflection and discussion, a collaborative assignment about a paragraph that needs revision, and a collaborative project document that your collaborative group will select, develop, and write. Guidelines for the projects will be provided.

**Discussion/Journal:** In this section, you will occasionally be asked to respond to a topic provided by your instructor. Please use this as a tool for sharing thoughts and opinions regarding current issues and to comment to your classmates or to respond to their comments.

### Methods of Assessment

Quizzes will be provided for each lesson of the course. You will have a Proctored Final Exam at the end of the course.

### Enrollment Procedures

SAU Tech is an open admissions college; however, we have several items that you must provide in order to be admitted:

- Submit application for admission.
- Submit a high school transcript or GED, and official college transcripts from all previously attended colleges (if applicable).
- Provide proof of two immunizations against measles, mumps and rubella.
- Take a placement test. Students enrolling must submit ACT, SAT, ASSET or COMPASS scores. Students can take the ASSET or COMPASS test at SAU Tech.

Students are responsible for all tuition and fees at the time of registration. Students must officially drop by written notice or in person in order to reduce their balance owed. If students never attend class, he/she will still be assessed partial tuition and full student processing fees, unless completely he/she completely withdraws during the 100% refund period.

In order for a student to drop a class, he/she must complete a drop form or send written request to his/her advisor. A \$5 drop fee is assessed for drops that take place after the registration period ends.

**Admissions Office Website:** <http://www.sautech.edu/studentResources/admissions.aspx>

**Course Registration Website:** <http://www.sautech.edu/studentResources/advising.aspx>

**Technical Requirements and Resources:** Students will need Internet access and have the ability to send and receive e-mail attachments using the e-mail within Blackboard.

**Library Website:** <http://www.sautech.edu/lrc/index.aspx>

**Bookstore Website:** <http://sautech.textbooktech.com>

**Adult Learner Resources:** Online library and bookstore services can be obtained at the library and bookstore websites. Advising services can be obtained at <http://www.sautech.edu/studentResources/advising.aspx>.

**Student Support and Learning Resources:** Online library and bookstore services can be obtained at the library and bookstore websites. Advising services can be obtained at <http://www.sautech.edu/studentResources/advising.aspx>.

### Other Considerations

Students will need Internet access and have the ability to send and receive e-mail attachments using the e-mail within Blackboard.

All first time online students are required to complete Learning Strategies before they will be allowed to take their online course(s). The purpose of Learning Strategies is to teach students how to use Blackboard and provide information about other systems that students will use while a student at SAU Tech.

There are computer programs and other things that you will need if you are taking an online course from SAU Tech. To make it easier for you, we have compiled a list of these things. Before beginning your online course, you should go ahead and make sure each of these programs listed below are loaded on every computer that you will use while taking your online course(s).

- **Microsoft Word** – used to complete assignments and submit to instructor
  - Can be accessed via SkyDrive inside your student email account. **FREE**
  - Can be purchased from Wal Mart or other software vendor and will need to be loaded on to your computer
  - There is also a **free** product that works just as good as the Microsoft Office Suite. You can download it at <http://download.openoffice.fm/free/?pk=26976>
- **Adobe Reader 7.0 or higher** – used to read files in pdf format
  - Cost: Free
  - Can be downloaded to your computer from <http://www.adobe.com/products/acrobat/readstep2.html>

- Adobe Flash Player (7 or higher) – used to view study activities and demonstrations in Learning Strategies course
  - Cost: Free
  - Can be downloaded to your computer from [http://www.adobe.com/shockwave/download/download.cgi?P1\\_Prod\\_Version=ShockwaveFlash](http://www.adobe.com/shockwave/download/download.cgi?P1_Prod_Version=ShockwaveFlash)
- Macromedia Shockwave Player 8.5.1 – used for interactive quizzes, animations and activities
  - Cost: Free
  - Can be downloaded to your computer from <http://www.macromedia.com/shockwave/download/download.cgi?>
- Windows Media Player – used to listen play audio files
  - Cost: Free
  - Comes as part of your Windows operating system
- Java – a technology that is required in order for Blackboard to function properly as well as some other programs that SAU Tech uses with its online classes (**Note: Only one version of Java can be running on your computer at a time.**)
  - Cost: Free
  - Can be downloaded to your computer from <http://javashop1m.sun.com/ECom/docs/Welcome.jsp?StoreId=22&PartDetailId=jre->