

ENC 2210 Online

Course Title: **Technical Communications**

Course No. and Section: **ENC 2210**

Credit Hours: **3**

Instructor Name: **Jennifer Mazur**

Office Location: **Bldg. 2, Room 219A**

Hours: **See CANVAS**

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Extended Emergency Closure.

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Course Description

ENC 2210, Technical Communications, develops techniques of collecting and presenting data in formal and informal technical reports in oral, written, and visual form. Communication skills focus on organization, precision, layout, and design.

Texts

Required:

Lannon, John. *Technical Communication*. 15th ed., New York: Pearson Longman, 2020.

A grammar handbook is recommended but not required.

Student Learning Outcomes/Course Objectives

Communication Learning Outcome	Quiz	Exam	Writing Assignment	Website Activity
Communication: The student will write an organized document that communicates effectively and appropriately for the situation.			X	

Assignments and Grading

1. Reading Quizzes: There will be weekly quizzes on the readings.
2. Final exam: Your EPortfolio will serve as your final exam. See below for more information.
3. Written Assignments: **This is a Gordon Rule course and has a minimum writing requirement. All written assignments must receive a final grade of “C” or better for the course.** Documents are to be submitted via CANVAS. **Late submissions will be reduced by one letter grade for each day late.**
4. Grade Calculation: 45% Writing assignments, 15% Reading quizzes, 15% Discussions/Journals, 25% EPortfolio
5. Commitment: Success in this course calls for three essentials: (1) participating actively in class, (2) following directions, and (3) meeting deadlines.
6. Grading Scale: A=100-90; B+=89-87; B=86-80; C+=79-77; C=76-70; D=69-60; F=59 or below.

EPortfolio

This course will require you to develop a professional portfolio using Canvas’s ePortfolio. This portfolio will showcase your academic and professional abilities. You will submit content for this portfolio throughout the course and then insert the final, revised content into the portfolio. The final portfolio will serve as the final assessment of your mastery of the course competencies and learning outcomes. The target audience for all portfolio content is an application reviewer. When working on your portfolio content, consider the applications you wish to submit in the future, whether they are for employment, entry into an academic program, admission to a university, etc. You will be able to use this final portfolio in applications by sharing the link; anyone with the link will be able to view your portfolio.

Course Website - A course website is available on CANVAS. All required reading, class assignments/discussions, evaluation forms and chapter quizzes will be posted on CANVAS. It is each student’s responsibility to obtain a CF NetID and to access the site to retrieve these materials. This site will also be used to post grades, send e-mails and provide other items of interest to that will assist you as the course progresses.

If you are having problems with CANVAS (on campus, online or hybrid courses), **please contact the [Distance Learning Help Desk. Links to an external site.](#)**@ (352) 854-2322 ext 1317 or dlhelp@cf.edu

If you are having trouble with your password to access the [MyCF Web Portal](#) (registering for classes, checking transcripts, or printing schedules), **please call (352) 854-2322 ext. 1520.**

Gordon Rule Requirement- This course is a Gordon Rule course that partially satisfies SBE 6A-10.30. The writing component of the course must be completed satisfactorily to earn a grade of C or better in this course. This means if your average for the course is passing, but your average on writing assignments is failing, you will fail the course.

TENTATIVE COURSE SCHEDULE (subject to change, check CANVAS regularly)

Week	Topic and Assigned Readings
Week 1	Course Introduction
8/15-8/21	See Canvas for Required Readings
Week 2	Introduction to Technical Communication
8/22-8/28	<i>Technical Communication</i> Ch. 1
Week 3	Audience and Persuasion
8/29-9/4	<i>Technical Communication</i> Ch. 2 and 3
Week 4	Ethical Issues and Project Management
9/5-9/11	<i>Technical Communication</i> Ch. 4 and 5
Week 5	Introduction to Technical Writing
9/12-9/28	<i>Technical Communication</i> Ch. 6
Week 6	Research for Technical Communication
9/19-9/25	<i>Technical Communication</i> Ch. 7 and 8
Week 7	Summarizing and Organizing Information
9/26-10/2	<i>Technical Communication</i> Ch. 9 and 10
Week 8	Introduction to Technical Editing
10/3-10/9	<i>Technical Communication</i> Ch. 11
Week 9	Visual Design and Document Layout
10/10-10/16	<i>Technical Communication</i> Ch. 12 and 13
Week 10	Technical Definition
10/17-10/23	<i>Technical Communication</i> Ch. 17
Week 11	Technical Description
10/24-10/30	<i>Technical Communication</i> Ch. 18

Week	Topic and Assigned Readings
Week 12	Instructions and Procedures
10/31-11/6	<i>Technical Communication</i> Ch. 19
Week 13	Reports
11/7-11/13	<i>Technical Communication</i> Ch. 20 and 21
Week 14	Proposals
11/14-11/20	<i>Technical Communication</i> Ch. 22
Week 15	Using Digital Media for Technical Communication
11/21-11/27	<i>Technical Communication</i> Ch. 24 and 25
Week 16	Course Conclusion
11/28-12/4	See Canvas for Required Readings

Due to unforeseen happenings, it may be necessary for the course schedule to be altered.