Course Information Form (CIF)

Course Code: ENG 220

Course Title: Professional Writing

Department: Humanities
PCS Code: 1.1 - Baccalaureate/Transfer
CIP Code: 23.1301
Repeatability: 0

Effective Date: Summer 2026

Credit Hours

Catalog Notation: 3-0-3
Credit Hour Distribution:

Lecture: 3	Lab: 0	Clinical: 0	**Total: 3**

General Course Information

Catalog Description

Principles of professional writing. Includes business and technical writing scenarios and case studies with an emphasis on problem solving; argumentative and process assignments; experiential projects with local or national companies, based on availabilities.

General Course Objectives

This course introduces students to issues and writing situations in the field of business and technical communication. Students will design and write documents, create presentations, and design and write a longer technical report. Students will learn to collaborate and understand the rhetorical and ethical issues involved in today's fast-paced professional writing environment.

Minimum Placement Levels

English	Reading	Math
Credit in ENG 102 with a grade of C or higher	Placement out of CCS 099	None

Prerequisites

None

Methods of Evaluation

Minimum graded writing of 30 pages. 3-4 short problem solving documents, 3-4 professional Memos, 1 presentation of technical information, 1 web page project, 1 extended in-depth research project in technical field. May also include quizzes, discussion board posts, journals, and graded exercises.

Instructional Materials and Additional Supplies

Varies by instructor.

Course Content

General Learning Outcomes (GLOs)

- Communication: Students will demonstrate the ability to read, write, listen, and speak effectively.
- Critical Thinking and Information Literacy: Students will demonstrate the ability to evaluate perspectives, evidence, and implications, and to locate, assess, and use information effectively.
- Technology: Students will demonstrate the ability to evaluate, select, and appropriately use current and emerging tools.

Course Segments and Student Learning Outcomes

Course Segment	Learning Outcomes	Lecture Hours	Lab Hours	Clinical Hours
Problem Solving in the Workplace	1. Develop and prepare project in collaboration with local or national company, or equivalent. 2. Develop and utilize ethical guidelines for technical communications.	6	0	0
Readable Style	1. Assess needs of the audience. 2. Employ conventions and style of technical writing.	5	0	0
Professional Presentations	1. Prepare and present information in a professional manner.	4	0	0
Electronic Documents and Web Pages	1. Design and use electronic means of transferring information. 2. Create usable web sites.	6	0	0
Visual Design	1. Present and design graphs, charts, or other visual aids.	8	0	0
Proposals	1. Utilize short or extended memo format to compose a formal proposal to appeal to target audiences to solve problems.	8	0	0
Research Project	1. Evaluate and interpret library/Internet sources effectively. 2. Conduct a research project and write an extended research project of 10-15 pages.	8	0	0

Total Contact Hours

Lecture Hours	Lab Hours	Clinical Hours
45	0	0