

Bossier Parish Community College  
Master Syllabus

<b>Course Prefix and Number:</b>	ENGL 103	<b>Credit hours:</b> 3
<b>Course Title:</b>	Foundations of Professional Writing	
<b>Course Prerequisites:</b>	ENGL 101 and CIS 105, grade of "C" or higher	
<b>Textbook(s):</b>	Lannon & Gurak, eds. <i>Technical Communication</i> , w/MLA Update	
<b>Course Description:</b>	An introduction to professional writing, which includes technical writing, business writing, editing, and basic rhetorical forms	

**Learning Outcomes:**

At the end of this course, the student will be able to

- A. use an understanding of workplace hierarchy to communicate effectively;
- B. write clear, concise, and grammatically correct documents using the rhetorical modes most common to the workplace;
- C. correctly format letters, memos, reports, and other workplace documents;
- D. research using professional journals and interviews, and document sources correctly;
- E. apply research to presentations and written reports for effective, concise reporting and communicating; and
- F. apply basic design principles to enhance the effectiveness of workplace documents.

To achieve the learning outcomes, the students will

(The letter designations at the end of each statement refer to the learning outcome(s).)

1. compose letters, memos, e-mails (A, B, C, F).
2. complete multi-paragraph writing assignments using the rhetorical modes (B, C, D, E, F).
3. research issues relevant to their field of study (A, D, E).
4. select an issue of interest in their field and propose a solution to it (A, B, C, D).
5. complete a research-based technical report (A, B, C, D, E, F).

**Course Requirements:** Students will regularly attend class in accordance with the college policy, will complete all exams and writing assignments, and successfully pass the technical report assignment with a grade of "C" or higher.

**Course Grading Scale:** Students must earn a “C” or higher on the technical report in order to pass the class. The course uses the Liberal Arts grading scale.

90 – 100 A  
80 – 89 B  
70 – 79 C  
60 – 69 D  
0 – 59 F

**Attendance Policy:** The college attendance policy is available at <http://www.bpcc.edu/catalog/current/academicpolicies.html>

### **Nondiscrimination Statement**

Bossier Parish Community College does not discriminate on the basis of race, color, national origin, gender, age, religion, qualified disability, marital status, veteran's status, or sexual orientation in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of its operations. Bossier Parish Community College does not discriminate in its hiring or employment practices.

COORDINATOR FOR SECTION 504 AND ADA  
Angie Cao, Student and Disability Services Specialist  
Disability Services, F-254  
6220 East Texas Street  
Bossier City, LA 71111  
Phone: 318-678-6511  
Email: [acao@bpcc.edu](mailto:acao@bpcc.edu)

Equity/Compliance Coordinator  
Teri Bashara, Director of Human Resources  
Human Resources Office, A-105  
6220 East Texas Street  
Bossier City, LA 71111  
Phone: 318-678-6056  
Hours: 8:00 a.m.-4:30 p.m. Monday - Friday, excluding holidays and weekends.