

## Welcome to English 210: Technical Writing (online version)

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**Prerequisite:** Successful completion of English 201A (formerly English 1A, freshman composition) or equivalent with a grade of C or better.

**Required Texts:** Please buy the following texts before the first day of class so that you will be able to do assigned work from the texts the first week of class.

1. Markel, Technical Communication, 9<sup>th</sup> edition (must be this edition)
2. Alred et al., Handbook of Technical Writing, 9<sup>th</sup> edition (must be this edition)

### Course Description

English 210 offers an overview of the principles of technical writing, as well as an in-depth discussion and application of rhetorical principles, both oral and written, as they pertain to technical writing. As part of the course, students will study methods, resources, and common formats used in technical environments.

### Class Meetings

There are no mandatory face-to-face meetings for this course, but regular access to the Internet is required. However, you will be required to log on to the course site several times a week, so do not plan to work on this course only on the weekends. Also, I am able to contact you only via your Cuesta email prior to the start of the course, so please check your Cuesta email regularly in the week before school starts and the week that school starts for updates or questions.

### Online Learning

For success in this course, you must have regular access to a working computer and a functioning, reliable Internet connection. You should also have a backup plan should your system or your Internet provider fail since technological problems not related to me or to Blackboard are your problem. Since you will email all of your assignments to your classmates and me via Blackboard's internal email system, you must at least have a basic understanding of how to use email, navigate the Internet, and communicate online.

If you have never taken a class online, please do not register for this course without checking with Counseling to be sure that you are ready for an online learning environment. As well, you should definitely sign up for a Blackboard (BB) tutorial or get someone who has taken online courses to help you the first few weeks of class. You can find a good tutorial at the following address: <http://blackboardsupport.calpoly.edu>. I suggest you access the tutorial BEFORE this class starts.

### Logging On

Note: Even if you are registered, you will not be able to access this course prior to the first day of the semester.

Once the course begins on the first day of class, log on immediately and post your introduction. If I do not see your introduction posted and evidence of your having logged on and started downloading and printing out the materials by the third day of the semester, you will be dropped, and your space will be taken by someone else who is waiting to add the class. Also, review all of the materials at the course site and be ready to begin working on the class assignments in week one.

In order to log on to your BB account, please follow these instructions:

1. Go to the Blackboard site at <http://blackboard.cuesta.edu/> using your Internet browser.
2. Click on the Log In link; a dialog box will appear.
3. Log in: Your login ID is firstname\_lastname. Your password, until you change it, is STUDENT.

**Note:** Many students think that distance education will be easier somehow than a face-to-face class, only to discover that the workload can be more difficult and time-consuming because of the self-directed nature of online courses and the challenges of technology. For success in this course, make sure you can handle this delivery medium.

### **Disabled Students**

If you are a student with a verified disability, please discuss your needs for accommodations with me.

### **RECOMMENDED SYSTEM REQUIREMENTS FOR THIS COURSE**

In order to participate in an online class from home, your system will need to meet the following requirements:

- Computer - Pentium-class or Macintosh with PPC or Intel Processor
- Operating system - Windows 98 SE or Mac OS 10.2 or above
- Microsoft Word 2000 and above or ability to create .doc documents with track changes capability
- 32 MB of RAM or above
- Internet Service Provider (e.g. Comcast, Charter, MSN, AT&T, Earthlink, etc.)
- 56kbps speed modem or higher (DSL or Cable Modem is best)
- Internet browser (I recommend Mozilla Firefox; AOL is not recommended due to problems navigating BB.)
- Working email account

**Note: You will submit all formal writing assignments (listed under “Assignments” at the course site) for grading in .doc format so that I can read and provide feedback on your submissions. Please make sure that you can save your documents as .doc.**