Syllabus

Contents

Tips for Success

If you're new to online courses, or if you just need a quick refresher, be sure to take a look at the Student and Parent Handbook.

What Students Should Already Know

There are no prerequisites for this course; however, the more students know about the English language and its rules, as well as the basics of writing, the easier this course will be for them.

This course was authored by Kelley Shane. Please keep in mind any first-person references are those of the author and not the instructor who may be teaching this course.

Course Learning Outcomes

After completing the course, students should be able to do the following:

- Write technical material clearly and concisely.
- Apply the basics of technical writing to their own writing in research writing and other technical documents.
- Explain the differences between techincal and nontechnical writing.
- Copyedit and edit for style.
- Format documents for visual impact.

Course Materials

There are no required texts for this course. It is highly recommended that students purchase or borrow a copy of *The Chicago Manual of Style*.

Assignments

You will complete these assignments during the course.

Self Check Quizzes

Most of the objectives in this course are followed by a self check quiz. These computer-graded quizzes do not count toward students' grades. They are designed to prepare students for the unit quizzes and for the final exam.

Unit Quizzes and Portfolio Assignments

This course consists of 7 units, each unit ends with a unit quiz or a portfolio assignment. These assignments are one of the best ways to prepare for the final exam.

Exams

You will complete one final exam for this course. The final exam consists of 75 multiple-choice questions. It is closed book/note and has no time limit.

Grading

Your grade in this course will be based on these assignments and exams:

ASSIGNMENT OR EXAM	GRADING	PERCENT OF TOTAL GRADE
5 Unit Quizzes	Computer	33%
2 Portfolio Assignments	Instructor	34%
1 Final Exam	Computer	33%

Resubmissions and Retakes

For information about resubmitting assignments contact your AK Grad instructor.

Grade Scale

Your letter grade is calculated according to these percentages.

A	100% – 93%
A–	92% – 90%
B+	89% – 87%
B	86% – 83%
B–	82% – 80%
C+	79% – 77%
C	76% – 73%
C–	72% – 70%
D+	69% – 67%
D	66% – 63%
D–	62% – 60%
E (fail)	59% – 0%