

ENGLISH TECHNICAL COMMUNICATION (ETC)

ETC 508 Technical Editing Credits: 3

Typically Offered: Fall (odd-numbered years).

Course Description: Emphasis on the role of the editor in organizational settings, including creating successful writer/editor collaboration. Practice in editing documents for grammar, syntax, organization, style, emphasis, document design, graphics, and user-centered design. Introduction to technology for creating, publishing, and distributing technical documents.

ETC 520 Publications Management Credits: 3

Typically Offered: Spring (odd-numbered years).

Course Description: Workshop oriented practice in producing and editing a variety of documents, as well as management of documentation projects and project teams. Discussion of the role of technical writers and managers in adapting texts for discourse communities and of current issues in technical writing. Included will be instruction in grammar and usage.

ETC 524 Instructional Design Credits: 3

Typically Offered: Spring (even-numbered years).

Course Description: Practice creating and testing instructions, user guides, and training materials for multiple digital platforms such as webhelp, wikis, e-books, and mobile applications. Students will learn skills and concepts such as modular writing, information design, instructional design, and single sourcing.

ETC 600 Technical Communications Theory and Practice Credits: 3

Typically Offered: Spring.

Course Description: Introduces the issues, goals, and methodologies of professional and technical communication. Examines definitions and histories of the field; relevant theories, practices and genres; data gathering and research; technology related issues; ethical and intercultural implications; and professionalism.

ETC 612 Seminar in Professional Writing Credits: 3

Typically Offered: Departmental Discretion.

Course Description: Selected topics in workplace writing and applied rhetorical or discourse theory.

ETC 616 Internship in Technical Communication Credits: 3

Typically Offered: Fall, Spring.

Course Description: Practical application of technical and organizational communication skills in a professional setting; correlates academic preparation with on-site professional experience (thirty clock hours of work for each hour of credit). Writing or design projects developed in the course may be tested and used in the thesis project. **Prerequisite(s):** Admission to graduate study at Missouri Western and departmental approval.

ETC 630 Documenting Procedures Credits: 3

Typically Offered: Spring.

Course Description: Practice in writing and publishing effective, usable documentation in a wide range of technical documentation forms and publication platforms. Students will write and test instructions and manuals that document procedures and products. The course includes documentation and training for compliance with regulations and best practices through genres such as Standard Operating Procedures (SOPs), training videos, and manuals.

ETC 690 Capstone Project Credits: 1-3

Typically Offered: Fall, Spring.

Course Description: Provides direction and support for students during the semester in which they are creating materials for the capstone project in Written Communication. Capstone project must include a portfolio of professional materials and reflective writing and a scholarly paper that reviews major theories in the student's field of study. Student must pass oral exam on the capstone project for credit to be recorded. May be repeated for up to 6 hours. **Prerequisite(s):** Successful completion of at least 27 hours of graduate credit and permission of department.

ETC 695 Thesis Credits: 1-6

Typically Offered: Fall, Spring, Summer.

Course Description: Provides direction and support for students during the semesters in which they are researching and writing their thesis. Thesis must be approved by thesis committee and student must pass oral exam on the thesis for credit to be recorded. May be repeated for up to 9 hours. **Prerequisite(s):** Successful completion of at least 18 hours of graduate credit and permission of department.