

ENGL 3601: Technical and Professional Writing (WEB)

What if the next email you send decides whether you land the job, win the client, or close the deal? In today's workplace, clear writing is power, and this fully online (WEB) course shows you how to wield it. You will learn to translate complex ideas for real audiences by writing crisp emails, user guides that make sense, and documents that grab and hold attention. Along the way, you will build skills employers prize, including designing compelling visuals, writing for both people and search engines, and turning dense data into stories that stick. You will also learn to use generative AI tools strategically and ethically to simplify your writing without losing your voice.

Because the course is fully online, you will practice the collaboration that defines today's workplace. Teaming up with peers on projects such as iFixit repair guides and wiki-based documentation, you will coordinate over digital platforms, exchange feedback, and meet shared deadlines.

Key skills you will gain:

- Writing user, maintenance, repair, and troubleshooting manuals
- Producing progress reports, formal reports, and proposals
- Integrating graphics and designing for usability and inclusiveness
- Translating industry-specific language for clients and non-expert audiences
- Working efficiently in virtual teams

By the end, you will have a professional portfolio of practical projects and the confidence to tackle any communication challenge the new world of work brings.