

Course Schedule - Spring 2005

Business and Technical Writing

220 **Desktop Publishing and Design** Credit: 2 hours.

(B&T W 220) Design and preparation of documents using desktop publishing technology. Students will learn and apply principles governing page design, style sheets, document layout, effective graphics, managing the design process, and usability testing. Students will create a portfolio of design projects.

CRN	Type	Section	Time	Days	Location	Instructor
31484	lecture-discussion	R	01:00 PM - 02:50 PM	TR	room 304 English Bldg	Solberg, J; Lane, P

250 **Principles Bus Comm** Credit: 3 hours.

(B&T W 250) Teaches students to apply the principles of successful professional communication to workplace writing tasks. Students will also practice editing and supervising the writing of others. Assignments replicate typical business cases and situations, including a report that requires students to compile and interpret research. Credit is not given for both BTW 250 and either BTW 253, BTW 261, or BTW 263. Prerequisite: Junior standing and completion of campus Composition I requirement.

This course satisfies the General Education Criteria for a Advanced Composition course.

CRN	Type	Section	Time	Days	Location	Instructor
31485	lecture-discussion	A1	08:00 AM - 08:50 AM	MWF	room 131 English Bldg	Sanders, J
31485: Advanced Composition course.						
31486	lecture-discussion	A2	08:00 AM - 08:50 AM	MWF	room 149 English Bldg	Hoiem, E
31486: Advanced Composition course.						
31488	lecture-discussion	B1	09:00 AM - 09:50 AM	MWF	room 149 English Bldg	Gilmore, S
31488: Advanced Composition course.						
31490	lecture-discussion	B2	09:00 AM - 09:50 AM	MWF	room 150 English Bldg	Bilbro, R
31490: Advanced Composition course.						
31494	lecture-discussion	C1	10:00 AM - 10:50 AM	MWF	room 162 Noyes Laboratory	Pincus, A
31494: Advanced Composition course.						
31496	lecture-discussion	D1	11:00 AM - 11:50 AM	MWF	room 141 Altgeld Hall	Gilmore, S
31496: Advanced Composition course.						
31498	lecture-	D2	11:00 AM - 11:50 AM	MWF	room 243 Altgeld	Hoiem, E

	discussion		AM		Hall	
31498: Advanced Composition course.						
31537	lecture-discussion	D3	11:00 AM - 11:50 AM	MWF	room 231 Natural History Bldg	Forst, J
31537: Advanced Composition course.						
31509	lecture-discussion	E1	01:00 PM - 01:50 PM	MWF	room 149 English Bldg	Kelly, D
31509: Advanced Composition course.						
31511	lecture-discussion	E2	01:00 PM - 01:50 PM	MWF	room 137 Henry Administration Bldg	Stephens, B
31511: Advanced Composition course.						
31513	lecture-discussion	F1	02:00 PM - 02:50 PM	MWF	room 149 English Bldg	Brubaker, A
31513: Advanced Composition course.						
31515	lecture-discussion	F2	02:00 PM - 02:50 PM	MWF	room 137 Henry Administration Bldg	Stephens, B
31515: Advanced Composition course.						
31519	lecture-discussion	G1	03:00 PM - 04:15 PM	MW	room 110 Lincoln Hall	Kim-Prieto, D
31519: Advanced Composition course.						
31520	lecture-discussion	L1	08:00 AM - 09:15 AM	TR	room 108 English Bldg	Berry, P
31520: Advanced Composition course.						
31522	lecture-discussion	L2	08:00 AM - 09:15 AM	TR	room 131 English Bldg	Perky, K
31522: Advanced Composition course.						
31523	lecture-discussion	M1	09:30 AM - 10:45 AM	TR	room 143 Everitt Elec and Comp Engr Lab	Wiberg, C
31523: Advanced Composition course.						
31525	lecture-discussion	M2	09:30 AM - 10:45 AM	TR	room 122 David Kinley Hall	Berry, P
31525: Advanced Composition course.						
31526	lecture-discussion	P1	11:00 AM - 12:15 PM	TR	room 143 Everitt Elec and Comp Engr Lab	Wiberg, C
31526: Advanced Composition course.						

31528	lecture-discussion	P2	11:00 AM - 12:15 PM	TR	room 229 Natural History Bldg	Hechler, W
31528: Advanced Composition course.						
31530	lecture-discussion	Q1	12:30 PM - 01:45 PM	TR	room 229 Natural History Bldg	Hechler, W
31530: Advanced Composition course.						
31532	lecture-discussion	Q2	12:30 PM - 01:45 PM	TR	room 137 Henry Administration Bldg	Davidson, K
31532: Advanced Composition course.						
31534	lecture-discussion	Q3	12:30 PM - 01:45 PM	TR	room 398 Lincoln Hall	Forst, J
31534: Advanced Composition course.						
31535	lecture-discussion	S	02:00 PM - 03:15 PM	TR	room 108 English Bldg	Hechler, W
31535: Advanced Composition course.						
31501	lecture-discussion	X1	12:00 PM - 12:50 PM	MWF	room 7 Illini Hall	May, J
31501: Advanced Composition course.						
31507	lecture-discussion	X2	12:00 PM - 12:50 PM	MWF	room 143 Everitt Elec and Comp Engr Lab	Brubaker, A
31507: Advanced Composition course.						

261 Principles Tech Comm Credit: 3 hours.

(B&T W 261) Teaches students to apply the principles of successful professional writing to a range of realistic cases in technical communication. Emphasizes flexible problem-solving skills and a clear style for communicating technical information to a range of readers. Assignments will include correspondence, instructions, proposals, and a technical report or similar project. Credit is not given for both BTW 261 and BTW 250, BTW 253 or, BTW 263. Prerequisite: Junior standing and completion of campus Composition I requirement.

This course satisfies the General Education Criteria for a Advanced Composition course.

CRN	Type	Section	Time	Days	Location	Instructor
31540	lecture-discussion	B	09:00 AM - 09:50 AM	MWF	room 110 Lincoln Hall	Ledoux, J
31540: Advanced Composition course.						
31541	lecture-discussion	D	11:00 AM - 11:50 AM	MWF	room 110 Lincoln Hall	Ledoux, J
31541: Advanced Composition course.						
31542	lecture-discussion	M	09:30 AM - 10:45 AM	TR	room 110 Lincoln Hall	Grohens, J

31542: Advanced Composition course.						
31553	lecture-discussion	P	11:00 AM - 12:15 PM	TR	room 110 Lincoln Hall	Grohens, J
31553: Advanced Composition course.						

263 *Writing in the Disciplines* Credit: 3 hours.

(B&T W 263) Teaches students to apply principles of professional communication to the writing tasks typical of specific disciplines or professions. Assignments will vary, depending on the focus of the course, but will include a substantial report or project. Credit is not given for both BTW 263 and BTW 250, BTW 253, or BTW 261.

Prerequisite: Junior standing and completion of campus Composition I requirement.

This course satisfies the General Education Criteria for a Advanced Composition course.

CRN	Type	Section	Time	Days	Location	Instructor
40318	lecture-discussion	C	10:00 AM - 10:50 AM	MWF	room 137 Henry Administration Bldg	Hays, M
40318: Advanced Composition course.						
40318: TOPIC SECTION C: ETHICS AND WORKPLACE CULTURE						
40320	lecture-discussion	G	03:00 PM - 04:15 PM	MW	room 137 Henry Administration Bldg	Sychterz, C
40320: Advanced Composition course.						
40320: TOPIC SECTION G: WRITING IN THE PUBLIC INTEREST - GRANT WRITING						
40319	lecture-discussion	X	12:00 PM - 12:50 PM	MWF	room 137 Henry Administration Bldg	Pope, H
40319: Advanced Composition course.						
40319: TOPIC SECTION X: INTRODUCTION TO LEGAL WRITING						

271 *Persuasive Writing* Credit: 3 hours.

(B&T W 271) Students will study principles of persuasion as applied to writing and designing written communications for business and the professions. Included are ads, direct-mail campaigns, argumentative essays, proposals, and other types of writing designed to move readers to action. Same as ADV 288. Prerequisite: Sophomore standing and completion of campus rhetoric requirement.

CRN	Type	Section	Time	Days	Location	Instructor
31557	lecture-discussion	C	10:00 AM - 10:50 AM	MWF	room 110 Lincoln Hall	Havlin, N
31566	lecture-discussion	Q	12:30 PM - 01:45 PM	TR	room 110 Lincoln Hall	Fraze, J

31564	lecture-discussion	S	02:00 PM - 03:15 PM	TR	room 110 Lincoln Hall	Frazee, J
31562	lecture-discussion	X	12:00 PM - 12:50 PM	MWF	room 110 Lincoln Hall	Havlin, N

290 Individual Study Credit: 0 to 3 hours.

(B&T W 290) Independent research with a chosen tutor leading to the writing of a formal report or preparation of some other type of major presentation of information. Enroll in BTW office, 294 English Building. May be repeated to a maximum of 6 hours. Prerequisite: Consent of instructor.

CRN	Type	Section	Time	Days	Location	Instructor
10407	independent study		ARRANGED			
10407: Instructor Approval Required						

402 Descriptive English Grammar Credit: 3 or 4 hours.

(B&T W 302) Same as ENGL 402. See ENGL 402.

CRN	Type	Section	Time	Days	Location	Instructor
32126	lecture-discussion	1G	01:00 PM - 01:50 PM	MWF	room 108 English Bldg	Garner, L
32126: 4 hours						
32125	lecture-discussion	1U	01:00 PM - 01:50 PM	MWF	room 108 English Bldg	Garner, L
32125: 3 hours						