

COURSE SYLLABUS

Course Title:	Technical Writing		Date submitted:	Spring 2014 (AAC: 14-25)
Department:	Humanities			
Curriculum:	Writing			
Course Descriptors: Make certain that the course descriptors are consistent with college and Board of Trustees policies, and the current course numbering system.	Course Code: (eg. ACC 101)	ENG*202	Prerequisites:	
	Course Type:	L/D	C or better in Writing: Introduction to Composition or Composition, appropriate placement test score or permission of Department Chair	
	A: Clinical B: Lab D: Distance Learning I: Individual/Independent L: Lecture N: Internship M: Seminar P: Practicum U: Studio X: Combined Lecture/Lab Y: Combined Lecture/ Clinical/Lab Z: Combined Lecture/Studio			
	Elective Type:	E/G/HU/LAS		
	AH: Art History E: English FA: Fine Arts FL: Foreign Language G: General HI: History HU: Humanities LAS: Liberal Arts & Sciences M: Math S: Science SS: Social Science			
	Credit Hours:	3	Corequisites:	
	Developmental: (yes/no)	No	None	
	Lecture:	3		
	Clinical:	0		
	Lab:	0		
Studio:	0			
Other:	0			
Contact Hours:	TOTAL: 3	Other Requirements:		
Class Maximum:	24	None		
Semesters Offered:	F/Sp			
Catalog Course Description:	Provides directed practice in writing and speaking skills needed in technical fields for specific audiences. Students create documentation for technical systems, including formal and informal reports, abstracts and reviews. Students will learn strategies for producing such reports successfully, including planning, analyzing, purpose and audience, gathering data, and developing revising techniques and oral presentations. Students will be encouraged to choose topics based on their major or intended career. Prerequisite: C or better in Writing: Introduction to Composition or Composition, appropriate placement test score or permission of Department Chair			
Topical Outline: List course content in outline format.	<ol style="list-style-type: none"> 1. Introduction to Technical Writing 2. Technical Writing: Process 3. Information Retrieval, Analysis, and Synthesis 4. Organizing/Shaping Information 5. Editing 6. Document Review 			

	<ol style="list-style-type: none"> 7. Making Information Accessible 8. Designing Visual and Graphic Elements 9. Designing the Document 10. Formatting the Information for Print and Online Documents 11. Presenting Information through Multimedia 12. Techniques in Technical Writing 13. Forms of Technical Writing 14. Validation: Techniques for Verifying and Protecting Information <p style="text-align: center;">Professional Ethics and Copyright Law</p>
<p>Outcomes: Describe measurable skills or knowledge that students should be able to demonstrate as evidence that they have mastered the course content.</p>	<p>Upon successful completion of this course, the student will be able to do the following:</p> <p>COURSE:</p> <ol style="list-style-type: none"> 1. understand the special characteristics of technical communication 2. improve writing, speaking, and visual design concepts 3. plan and write communications that solve technical problems or help readers make decisions about technical problems and solutions 4. analyze and address the audience, purposes, and contexts of technical communications 5. appreciate and address the social nature of technical communications 6. communicate ethically and with sensitivity to diverse audiences 7. prepare documents that are well-planned, researched, drafted, and designed 8. collect and report information thoroughly and accurately 9. use the traditional formats of workplace writing 10. plan, draft, edit, and revise workplace documents individually and collaboratively 11. use computer technologies to research, plan, draft, and design documents 12. read and critique the technical communications of others 13. understand the persuasive nature of technical communication and be able to frame an effective argument 14. increase understanding of proper grammatical structures and the styles of technical documents <p>PROGRAM: <i>(Numbering reflects Program Outcomes as they appear in the college catalog)</i> N/A</p> <p>GENERAL EDUCATION: <i>(Numbering reflects General Education Outcomes as they appear in the college catalog)</i></p> <p>2. Critical Analysis/ Logical Thinking - Students will be able to organize, interpret, and evaluate evidence and ideas within and across disciplines; draw reasoned inferences and defensible conclusions; and solve problems and make decisions based on analytical processes.</p> <p>Demonstrates: Identifies the issue(s); formulates an argument; explains and analyzes relationships clearly; draws reasonable inferences and conclusions that are logical and defensible; provides support by evaluating credible sources of evidence necessary to justify conclusions.</p> <p>Does Not Demonstrate: Identifies few or no issues; formulates an argument without significant focus; provides an unclear explanation of analysis and relationships; drawing few reasonable inferences and conclusions that are illogical and indefensible; provides little to no support using credible sources of evidence necessary to justify conclusions.</p> <p>11. Written Communication (embedded)- Students will be prepared to develop written texts of varying lengths and styles that communicate effectively and appropriately across a variety of settings.</p> <p>Demonstrates: Writes articulate texts using appropriate evidence and appeals as determined by the rhetorical situation.</p>

	<p>Does Not Demonstrate: Writes texts lacking appropriate evidence and appeals as determined by the rhetorical situation.</p>
<p>Evaluation: List how the above outcomes will be assessed.</p>	<p>Assessment will be based on the following criteria:</p>
<p>Instructional Resources: List library (e.g. books, journals, on-line resources), technological (e.g. Smartboard, software), and other resources (e.g. equipment, supplies, facilities) required and desired to teach this course.</p>	<p>Required: None Desired: None</p>
<p>Textbook(s)</p>	<p>Refer to current academic year printout.</p>