Division: Humanities  
Area: English  

Course Number: 155  
Course Name: Technical Writing  

Prerequisites: English 101 or 151; basic word processing skills  
Corequisite: NONE  

Hours Required:  
Class: 45  
Lab: 0  
Credits: 3  

Course Description/Purpose

Students will learn to analyze and interpret technical information and to communicate effectively and efficiently in writing using the vocabulary of the business and technical worlds. Writing assignments and projects will include a variety of business and technical applications and report writing. Conducting research, analyzing various writing, writing correspondence and instructions, preparing an oral briefing and engaging in group projects will promote critical thinking and teamwork.

Major Units

- Objectives in Technical Writing  
- Technical Applications/Correspondence  
- Audience Recognition and Involvement  
- Presentation and Results

Educational/Course Outcomes

Student learning will be assessed by a variety of methods, including, but not limited to, quizzes and tests, journals, essays, papers, projects, laboratory/clinical exercises and examinations, presentations, simulations, portfolios, homework assignments, and instructor observations.

Cognitive  

Each student will be expected to Identify/Recognize . . .  

- how to use concise, clear language  
- how to organize material in a professional, logical, aesthetically pleasing format  
- how to convince and persuade employers, employees, or clients  
- how to explain things in such a way as to avoid conflict and promote job efficiency.  
- how to work with a business owner as well as with colleagues to determine company needs, to analyze problems and to develop solutions.  
- the essential elements of technical writing
• the career opportunities in the technical writing field

Performance

Each student will be expected to Demonstrate/Practice.

• writing concisely and clearly a set of instructions that will enable readers to operate a device or perform a process

• analyzing technical documentation and making improvements in form, content, and readability

• researching employer needs, conducting audience analysis, and then writing a recommendation to an actual person in a job who could make the change recommended

• writing to promote oneself in the job market by creating a personal resume and cover letter, highlighting one’s technical writing skills

• writing about an issue in technical writing by submitting an article (perhaps for publication)

• demonstrating the ability to communicate orally by giving a ten minute presentation to the class on a technical writing issue, using handouts, slides, or any other visuals

Attitudinal

Each student will be expected to Believe/Feel/Think.

• that writing is a necessary and integral part of succeeding in the business/technical worlds

• that the ability to communicate effectively in writing and orally and working well with others are valuable life-long tools

JEL/pf—6/04