Course Information
Division: Humanities/ Social Sciences
Contact Hours: 45
Total Credits: 3

Prerequisites: ENGL 101 or ENGL 151 and basic word processing skills

Course Description
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.

Course Outcomes
In order to evidence success in this course, students will be able to:

1. Identify/Recognize how to use concise, clear language
2. Identify/Recognize how to organize material in a professional, logical, aesthetically pleasing format
3. Identify/Recognize how to convince and persuade employers, employees, or clients
4. Identify/Recognize how to explain things in such a way as to avoid conflict and promote job efficiency
5. Identify/Recognize how to work with a business owner as well as with colleagues to determine company needs, to analyze problems and to develop solutions
6. Identify/Recognize the essential elements of technical writing
7. Identify/Recognize the career opportunities in the technical writing field
8. Demonstrate/Practice writing concisely and clearly a set of instructions that will enable readers to operate a device or perform a process
9. Demonstrate/Practice analyzing technical documentation and making improvements in form, content, and readability
10. Demonstrate/Practice researching employer needs, conducting audience analysis, and then writing a recommendation to an actual person in a job who could make the change recommended
11. Demonstrate/Practice writing to promote oneself in the job market by creating a personal resume and cover letter, highlighting one’s technical writing skills
12. Demonstrate/Practice writing about an issue in technical writing by submitting an article (perhaps for publication
13. Demonstrate/Practice 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
14. Believe/Feel/Think that writing is a necessary and integral part of succeeding in the business/technical worlds
15. Believe/Feel/Think that the ability to communicate effectively in writing and orally and working well with others are valuable life-long tools

Date Updated: 3/17/2016
By: Jo Ellen Locher