



MONROE COUNTY
COMMUNITY COLLEGE

Course Outcome Summary

Standard Course

ENGL 155 Technical Writing

Course Information

Division	Humanities/ Social Sciences
Contact Hours	45
Total Credits	3

Prerequisites ENGL 151 with a grade of C or higher

Course Description

Students will learn to analyze and interpret technical information using the diction and design layout of written technical communication. 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. Organize material in a professional, logical, and aesthetically pleasing format using concise, clear language.
2. Analyze technical writing documentation and make improvements in form, content, and readability.
3. Develop technical documentation to communicate to supervisors and colleagues the needs of an organization.
4. Analyze problems while avoiding conflict in order to develop solutions to promote job efficiency.
5. Identify career opportunities in the technical writing field and how the aspects of technical writing are included within those career opportunities.
6. 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.
7. Promote oneself in the job market by creating a personal resume and cover letter, highlighting one's technical writing skills.
8. Write about an issue in technical writing by submitting an article.
9. Demonstrate the ability to communicate orally by giving a presentation on a technical writing issue, using handouts, slides, or any other visuals.
10. Complete a police report with all of the necessary information given in chronological order providing a copy read by many different audiences.

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