**COURSE INFORMATION FORM**

**DISCIPLINE**
English

**COURSE TITLE**
Technical Writing

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**CATALOG DESCRIPTION**
Prepares students to compose written products appropriate to contexts requiring technical communication and documentation.

**PREREQUISITES**
ENGL 101

**EXPECTED STUDENT OUTCOMES IN THE COURSE**
Upon completion of this course, the student will be able to:

1. Distinguish between the elements of a technical document and the elements of an expository document.
2. Apply the process of writing to develop technical documents in a variety of contexts.
3. Apply the principles of technical writing to document development.
4. Compare, contrast and choose the appropriate technical style for a document based on audience and context of assignments.
5. Compose technical documents based on audience and context.
6. Design instructions appropriate to the technical level of the audience and the context for which the instructions are needed.
7. Analyze technical documents for strengths and weaknesses based on technical writing principles.
8. Reorganize and/or design new technical documents to replace poorly designed ones.
9. Appraise problems and formulate solutions to technical design scenarios.
10. Assess research sources and integrate appropriate sources into technical designs.
CLASS-LEVEL ASSESSMENT MEASURES
Student accomplishment of expected student outcomes will be assessed using the following measures. (Identify which measures are used to assess which outcomes.)

1. Quizzes on textbook readings (1-12)
2. Writing exercises in class and for homework (1-12)
3. Formal written technical documents (1-12)
4. Oral and visual presentations of technical documents (1-12)
5. Small group assessment (1-12)

PROGRAM-LEVEL OUTCOMES ADDRESSED

GENERAL EDUCATION OUTCOMES
Specify which general education outcomes, if any, are substantially addressed by the course by completing the “Course/Program Assessment Matrix” to show the relationships between course and program outcomes and assessment measures.

OCCUPATIONAL PROGRAM OUTCOMES
Specify which occupational program outcomes, if any, are substantially addressed by the course by completing the “Course/Program Assessment Matrix” to show the relationships between course and program outcomes to assessment measures.
Individual instructors may order this outline as fits the needs of their individual courses. In addition, they may place more emphasis on some areas than others. What is assured is that this particular list is covered in the course. Other topics may be added to a course as the instructor sees fit, and as time and interest allows. An *asterisk can be used to mark an item as optional.

I. Defining technical writing
II. Principles of technical writing
III. Contexts for technical writing
IV. Technical writing design and implementation
V. Audience and context for technical writing
VI. Technology (including websites and Internet) and technical writing
VII. Ethics in technical writing
VIII. Writing skills, such as grammar, punctuation, and usage
IX. Types and styles of reports
X. Audience and task analysis
XI. Personal analysis reports
XII. Research-based reports