

_____SOUTH SEATTLE COMMUNITY COLLEGE_____

Academic Programs

COURSE OUTLINE

Revision: (Roger Bourret) August 2009

DEPARTMENT: Academic Programs

CURRICULUM: Visual, Literary and Performing Arts
Related Studies

COURSE TITLE: Technical Writing

COURSE NUMBER: ENGL& 230

TYPE OF COURSE: Academic Transfer
College Composition

AREA(S) OF KNOWLEDGE: Language and Speech
The Language of Science

COURSE LENGTH: 11 weeks

CREDIT HOURS: 3

LECTURE HOURS: 33

LAB HOURS: 0

CLASS SIZE: 25

PREREQUISITES: ENG 101

COURSE DESCRIPTION: EGR 231 Technical Writing

This course explores basic formats, mechanics, and content of technical communications related to engineering technologies: communicating with specific audiences and uses; research, documentation, and presentation of technical material; application of layout forms and design principles; use of visuals. Activities include practice in editing and usage in a technical context and preparing career-oriented documents such as resumes and cover letters.

(ENGL& 230 Technical Writing)

STUDENT LEARNING OUTCOMES ADDRESSED:

1. Communication -
Read and listen actively to learn and communicate.
Speak and write effectively for personal, academic and career purposes.
2. Computation -
Apply quantitative skills for personal, academic and career purposes.
3. Human Relations -
Use social interactive skills to work in groups effectively.
Recognize the diversity of cultural influences and values.
4. Critical Thinking and Problem Solving - Think critically in evaluating information, solving problems and making decisions.
5. Technology - Select and use appropriate technological tools for personal, academic and career tasks.
6. Personal Responsibility -
Be motivated and able to continue learning and adapt to change.
Value one's own skills, abilities, ideas and art.
Take pride in one's work.
Manage personal health and safety.
Be aware of civic and environmental issues.
7. Information Literacy -
Access and evaluate information from a variety of sources and contexts, including technology.
Use information to achieve personal, academic, and career goals, as well as to participate in a democratic society.

GENERAL COURSE OBJECTIVES:

At the end of the course the student will:

1. Use strategies and structures to write clearly and concisely about complex technical topics
2. Present technical material in appropriate formats
3. Plan and write for specific audiences and purposes

(ENGL& 230 Technical Writing)

TOPICAL OUTLINE:	APPROX. HOURS
I. Writing Process, Audience	2
II. Correspondence	4
III. Process Reports and Instructions	3
IV. Research and Documentation	3
V. Formal Reports: Content and Layouts	2
VI. Engineering Projects: Design and Graphics	3
VII. Clarity and Style	6
VIII. Editing	4
IX. Oral Presentations	2
X. Career Research, Resumes, Cover Letters	4

REVISED BY: Roger Bourret
DATE: January 20, 2011

Course Prefix and Number: ENGL 230&
 Course Title: Technical Writing

SLO #	Included in Course Objective Number	SSCC Student Learning Outcomes
SLO 1.1	1, 3	Communication - Read and listen actively
SLO 1.2	1, 3	Communication - Speak and write effectively
SLO 2.1		Computation - Use mathematical operations
SLO 2.2		Computation - Apply quantitative skills
SLO 2.3		Computation - Identify, interpret, and utilize higher level mathematical and cognitive skills
SLO 3.1		Human Relations - Use social interactive skills to work in groups effectively
SLO 3.2		Human Relations - Recognize the diversity of cultural influences and values
SLO 4.1		Critical Thinking and Problem Solving -
SLO 5.1		Technology - Select and use appropriate technological tools
SLO 6.1		Personal Responsibility - Be motivated and able to continue learning and adapt to change
SLO 6.2		Personal Responsibility - Value one's own skills, abilities, ideas and art
SLO 6.3		Personal Responsibility - Take pride in one's work
SLO 6.4		Personal Responsibility - Manage personal health and safety
SLO 6.5		Personal Responsibility - Be aware of civic and environmental issues
SLO 7.1		Information Literacy - Access and evaluate information
SLO 7.2		Information Literacy - Use information to achieve personal, academic, and career goals, as well as to participate in a democratic society

PREPARED BY:
 Roger Bourret
 DATE:
 January 20, 2011