



Central
North
South
SVI

ENGL&235 - Technical Writing

Document Type: Master Course Outline

Proposal Type: Revision

Requester(s): Brian Palmer

College: North

Origination Approved: 12/31/2013 - 1:14 PM

BASIC INFORMATION

Requester(s): Brian Palmer

College: North Seattle Community College

Division/Dept: Humanities & Social Sciences

Dean: Alison M Stevens

Peer Reviewer(s): JC Clapp

COURSE INFORMATION

Proposed Course Number:

Prefix: **ENGL&** Number: **235**

Request a new Prefix

This will be a common course

Full Title: Technical Writing

Abbreviated Title: Technical Writing

Catalog Course Description:

Explores basic formats and content of technical communication. Covers writing process; analysis of purpose and audience for various reports and documents; research, documentation, presentation of technical material; and communication in digital media. Projects include writing and editing, digital communication, and collaboration. Prereq: ENGL& 101.

Course Length: 11 Weeks Request an Exception

Course Prerequisite(s):

Completion of ENGL& 101 or instructor permission

Topical Outline:

- I. What is technical writing?
- II. Overview of the basics of communication
 - A. Verbal communication
 - B. Non-verbal communication
 - C. Intercultural awareness and considerations
 - D. The legal implications of communications
 - E. Communicating during group activities or projects
 - F. The importance of precise language (grammar, syntax and vocabulary considerations)
 - G. Digital communication

III. Overview of how to desing projects

- A. The writing process (defining goals, identifying audience, planning, drafting, revising, proofreading)
- B. Writing for a specific audience
- C. Determining goals of the communication (consideration of purpose)
- D. Format types
- E. Design and layout considerations
- F. Tone
- G. Style
- H. Use of graphics, illustrations, schematics, mathematics, and related details
- I. Editing
- J. Using software and other technologies to create digital media

IV. Overview of research and documentation

- A. Conducting research for technical purposes
- B. How to organize findings
- C. Producing deliverables from findings

V. Specific tasks and projects (a selection to be determined by instructor)

- A. Cover letters, resume writing and interview follow-up letters
- B. Letters, emails, memos, and management correspondence
- C. Request for proposals, RFP responses, and RFP evaluations
- D. Reports (various types such as a research report, business report, evaluation/recommendation report, progress report or a risk analysis)
- E. Creating a set of specific instructions
- F. Writing a detailed schematic or physical description of a product
- G. Creating a technical project in a group/team
- H. Creating and delivering a presentation

COURSE CODING

Funding Source: 1.....State

Institutional Intent: 11.....Academic Transfer

Select the Distribution Area of the AA Degree that this course will satisfy, if applicable:

Distribution Areas

Visual, Literary and Performing Arts

Will this course transfer to a 4-year university?

Yes

Please Describe:

Transfers to the University of Washington as ENGL 2XX

Is this course designed for Limited English Proficiency?

No

Is this course designed for Academic Disadvantaged?

No

Does this course have a Workplace Training component?

No

CIP Code: 23.1303

Request Specific CIP Code

Credits:

Will this course be offered as Variable Credit?

No
No

List Course Contact Hours

Lecture (11 Contact Hours : 1 Credit)	55
Lab (22 Contact Hours : 1 Credit)	0
Clinical Work (33 Contact Hours : 1 Credit)	0
Other (55 Contact Hours : 1 Credit)	0
Total Contact Hours	55
Total Credits	5

This is to certify that the above criteria have all been met and all statements are accurate to the best of my knowledge.

Faculty involved in originating this program:

Brian Palmer
Print Name

Brian Palmer
Signature

11/22/2013
Date

Dean:

Alison M Stevens
Print Name

Alison M Stevens
Signature

12/7/2013
Date

Results of NSCC Curriculum and Academic Standards Committee Findings

Participating Faculty Response and Remarks

- Recommended for approval
- Not recommended for approval

Chairman, Curriculum and Academic Standards Committee:

Brian Palmer
Print Name

Brian Palmer
Signature

12/19/2013
Date

Vice President for Instruction:

Peter Lortz
Print Name

Peter Lortz
Signature

12/31/2013
Date