

Standard Institutionally Developed College: N/A

EDGE Compatible: No

Pre-requisites

ENGL 1101 - Composition and Rhetoric (201003)

Co-requisites

Course Description

Emphasizes practical knowledge of technical communications techniques, procedures, and reporting formats used in industry and business. Topics include reference use and research, device and process description, formal technical report writing, business correspondence, and technical report presentation.

Course Length

	Minutes	Contact Unit
Lecture:	2250	
Lab 2:	0	
Lab 3:	0	
Practicum/Internship:	0	
Clinical:	0	
Total:	2250	3
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Semester Credit Hours:		3

Competencies

Order	Description	Lecture	Lab2	Lab3	Practicum/Internship	Clinical	Total Minutes	Semester Credit Hrs
1	Reference Use and Research	225	0	0	0	0	225	
2	Device and Process Description	225	0	0	0	0	225	
3	Formal Technical Report Writing	900	0	0	0	0	900	
4	Business Correspondence	450	0	0	0	0	450	
5	Technical Report Presentation	450	0	0	0	0	450	
Totals for Course ENGL 1105 - Technical Communications (version 201003):		2250	0	0	0	0	2250	3

Learning Outcomes

Reference Use and Research			
Order	Description	Learning Domain	Level of Learning
1	Use appropriate reference material in preparing a technical report.	Cognitive	Application

Device and Process Description			
Order	Description	Learning	Level of
1	Describe precisely in writing the characteristics and components of mechanisms and processes.	Cognitive	Knowledge

Formal Technical Report Writing			
Order	Description	Learning Domain	Level of Learning
1	Prepare a formal technical report using accepted formats and style.	Cognitive	Application

Business Correspondence			
Order	Description	Learning Domain	Level of Learning
1	Prepare memo, business letters, and resume using accepted formats and style.	Cognitive	Application

Technical Report Presentation			
Order	Description	Learning Domain	Level of Learning
1	Deliver an informative technical presentation using supportive visual aids.	Cognitive	Knowledge

References

Order	Reference Type	Description
1	Book with Author(s) Listed	Raimes, Ann. (2010). Pocket Keys for Writers, 2009 MLA Update Edition. (3rd). Boston, MA: Cengage Learning.
2	Book with Author(s) Listed	Raimes, Ann. (2009). Keys for Writers, 2009 MLA Update Edition. (5th). Boston, MA: Cengage Learning.
3	Book with Author(s) Listed	Blicq, Ron S. and Lisa Moretta. (2008). Technically-Write!. (7th). Upper Saddle River, NJ: Pearson Prentice Hall.
4	Book with Author(s) Listed	Gerson, Sharon J. and Steven M. Gerson. (2008). Technical Communication: Process & Product. (6th). Upper Saddle River, NJ: Pearson Prentice Hall.
5	Book with Author(s) Listed	Lunsford, Andrea A.. (2008). St. Martin's Handbook. (6th). Cranbury, NJ: Bedford/St. Martin's Books.
6	Book with Author(s) Listed	Riordan, Daniel G. and Steven E. Pauley. (2005). Technical Report Writing Today. (9th). Boston, MA: Cengage Learning.