COURSE OUTLINE
Revision: Roger Bourret, Spring 2008

DEPARTMENT: Academic Programs
CURRICULUM: Applied Academics
COURSE TITLE: Technical Writing
COURSE NUMBER: ENGL 106
TYPE OF COURSE: Vocational/Technical
Special Requirement Met: None
AREA(S) OF KNOWLEDGE: None
COURSE LENGTH: 1 quarter
CREDIT HOURS: 3
LECTURE HOURS: 33
LAB HOURS: 0
CLASS SIZE: 24
PREREQUISITES: ENGL& 101 or ENGL 105 or Permission of Instructor

COURSE DESCRIPTION:
For technical-vocational students as part of the general education requirements of AAS degree. Introduction to research techniques and forms of presenting the results of research in the professional/technical workplace. Formats include resumes, cover letters, and research reports. Focus on various means of gathering, summarizing, and synthesizing information (written, oral, electronic) and on oral and written presentations. Concentration is on critical thinking skills, problem-solving techniques, group process, editing, and the use of the computer to prepare professional-quality products.
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. Human Relations - Use social interactive skills to work in groups effectively. Recognize the diversity of cultural influences and values.
3. Critical Thinking and Problem Solving - Think critically in evaluating information, solving problems and making decisions.
4. Technology - Select and use appropriate technological tools for personal, academic and career tasks.
5. 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.
6. 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. Write clear and effective business-technical documents
2. Summarize, synthesize, and organize information from various sources
3. Develop oral and written reports using appropriate methods and formats
4. Present information using effective layout skills and oral presentation skills
5. Clearly communicate personal, education, and career skills, knowledge, and goals

TOPICAL OUTLINE:

I. Advanced grammar and usage
II. Methods of gathering information
III. Writing summaries
IV. Synthesis of information from various sources
V. Examples of illustrating information in graphs and tables
VI. Effective organization of reports
VII. Oral presentation using graphics
## Course Prefix and Number:
**ENG 106**

## Course Title:
**Technical Writing**

<table>
<thead>
<tr>
<th>SLO #</th>
<th>Included in Course Objective Number</th>
<th>SSCC Student Learning Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>SLO 1.1</td>
<td>1-5</td>
<td>Communication - Read and listen actively</td>
</tr>
<tr>
<td>SLO 1.2</td>
<td>1-5</td>
<td>Communication - Speak and write effectively</td>
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<tr>
<td>SLO 2.1</td>
<td></td>
<td>Computation - Use mathematical operations</td>
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<tr>
<td>SLO 2.2</td>
<td></td>
<td>Computation - Apply quantitative skills</td>
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<tr>
<td>SLO 2.3</td>
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<td>Computation - Identify, interpret, and utilize higher level mathematical and cognitive skills</td>
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<tr>
<td>SLO 3.1</td>
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<td>Human Relations - Use social interactive skills to work in groups effectively</td>
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<tr>
<td>SLO 3.2</td>
<td></td>
<td>Human Relations - Recognize the diversity of cultural influences and values</td>
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<tr>
<td>SLO 4.1</td>
<td>2</td>
<td>Critical Thinking and Problem Solving -</td>
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<tr>
<td>SLO 5.1</td>
<td>1-5</td>
<td>Technology - Select and use appropriate technological tools</td>
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<tr>
<td>SLO 6.1</td>
<td>5</td>
<td>Personal Responsibility - Be motivated and able to continue learning and adapt to change</td>
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<tr>
<td>SLO 6.2</td>
<td>5</td>
<td>Personal Responsibility - Value one's own skills, abilities, ideas and art</td>
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<td>SLO 6.3</td>
<td>1-5</td>
<td>Personal Responsibility - Take pride in one's work</td>
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<td>SLO 6.4</td>
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<td>Personal Responsibility - Manage personal health and safety</td>
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<td>SLO 6.5</td>
<td></td>
<td>Personal Responsibility - Be aware of civic and environmental issues</td>
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<tr>
<td>SLO 7.1</td>
<td>2-4</td>
<td>Information Literacy - Access and evaluate information</td>
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<tr>
<td>SLO 7.2</td>
<td>5</td>
<td>Information Literacy - Use information to achieve personal, academic, and career goals, as well as to participate in a democratic society</td>
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</table>

**PREPARED BY:** Roger Bourret  
**DATE:** Spring 2008