DEPARTMENT: Academic Programs
CURRICULUM: Visual, Literary and Performing Arts
COURSE TITLE: Technical Writing
COURSE NUMBER: ENGL& 235
TYPE OF COURSE: Academic Transfer
College Composition
AREA(S) OF KNOWLEDGE: Language and Speech
The Language of Science
COURSE LENGTH: 1 quarter
CREDIT HOURS: 5
LECTURE HOURS: 55
LAB HOURS: 0
CLASS SIZE: 25
PREREQUISITES: ENGL& 101

COURSE DESCRIPTION:

This course explores the basic formats and content of technical communication: writing process; analysis of purpose and audience for a variety of reports and documents; research, documentation, presentation of technical material; and communication in digital media. Activities include writing and editing in a technical context, communicating in digital media, and collaborative writing.

GENERAL COURSE OBJECTIVES:

1. Write clearly and concisely about technical and scientific topics.
2. Research and present technical material in accepted professional formats.
3. Write for a variety of audiences, purposes, and media.
4. Work collaboratively on technical communication projects and presentations.

TOPICAL OUTLINE: APPROX. HOURS
Introduction to Technical Communication 5
Writing, editing, clarity and style 5
Writing Process, Audience, Article Analysis 10
Correspondence, Reports, Instructions, Proposals 12
Research and Documentation Styles 5
Design, graphics, and writing for digital media 8
Collaborative Research, Writing and Presentations 10
A.A. Degree Learning Outcomes

The Seattle Community Colleges A.A. degree is designed to fulfill a set of desired learning outcomes for the general education of a college undergraduate in the United States in the 21st century. Students completing the Associate of Arts degree should:

1. Have college-level knowledge and skills in critical thinking, quantitative analysis, and written composition.
2. Have college-level mastery of information literacy and technology literacy.
3. Have effective skills for in-person and media-based interactions with individuals and within groups.
4. Understand methods and modes of inquiry specific to traditional and contemporary areas of knowledge in the humanities and arts, natural and physical sciences, mathematics, and the social sciences.
5. Understand the interdisciplinary nature of knowledge.
   1. Understand the United States as a multicultural society.
6. Understand the global society and processes of globalization from mostly, but not exclusively, non-Western and indigenous perspectives.

SSCC 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.