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 design 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

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### Credits:

**Will this course be offered as Variable Credit?** No

<table>
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<th>List Course Contact Hours</th>
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<tr>
<td>Lab (22 Contact Hours : 1 Credit)</td>
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<td>Clinical Work (33 Contact Hours : 1 Credit)</td>
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<td>Other (55 Contact Hours : 1 Credit)</td>
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**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:

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<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Brian Palmer</td>
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<td>11/22/2013</td>
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Dean:

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<tr>
<td>Alison M Stevens</td>
<td>Alison M Stevens</td>
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Results of NSCC Curriculum and Academic Standards Committee Findings

Participating Faculty Response and Remarks

- [X] Recommended for approval
- [ ] Not recommended for approval

Chairman, Curriculum and Academic Standards Committee:

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<tr>
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Vice President for Instruction:

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<tbody>
<tr>
<td>Peter Lortz</td>
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