_____SOUTH SEATTLE COMMUNITY COLLEGE_____

Academic Programs

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.

ENGL 106 Technical Writing
Spring 2008

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

REVISED BY: Roger Bourret
DATE: Spring 2008

Course Prefix and Number: ENG 106
Course Title: Technical Writing

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

PREPARED BY: Roger Bourret
DATE: Spring 2008