

CPIT-221 Syllabus

Catalog Description

CPIT-221 Technical Writing

Credit: 2 (Theory: 1, Lab: 0, Practical: 2)

Prerequisite: None

Classification: College Required

The objective of this course is to study the fundamentals of technical communication. Topics include the concepts of technical communication and its differences with academic writing, processes in technical communication, tools and techniques to perform collaborative projects and writing, formatting the technical documents with modern tools and techniques, techniques to write official letters, memos and E-mail, writing definitions and descriptions, writing informal reports to address immediate and intermediate tasks accomplishment, writing formal report to portray complex nature of issues, writing informal proposals to cover project with limited scope, writing formal proposals to submit a detailed document, normally applied to large projects, developing presentation skills, preparing effective CV's and cover letter, developing skills for Job interview, learning styles in technical writing for effective revision, and practicing professional presentations in a seminar environment.

Class Schedule

Two 50 minute sessions per week

Textbook

Mike Markel, , "Technical Communication", Bedford/St. Martin's;(2014-12-29)

ISBN-13 9781457673375

ISBN-10 1457673371

Grade Distribution

Week	Assessment	Grade %
7	Homework Assignments 1	10
9	Homework Assignments 2	10
12	Homework Assignments 3	10
13	Formal Presentation	10
15	Group Project	20
15	Homework Assignments 4	10
16	Exam	30

Last Articulated

February 15, 2018

Relationship to Student Outcomes

a	b	c	d	e	f	g	h	i	j	k	l	m	n
			x	x	x								

Course Learning Outcomes (CLO)

By completion of the course the students should be able to

1. Define technical communication and write down its characteristics. (f)
2. Define the ethical guidelines in the workplace. (e)
3. **Apply the guidelines for an effective teamwork and collaborative writing (d)**
4. Prepare a technical document following modular writing approach. (d)
5. Employ the the visual elements in preparing technical documents (f)
6. **Apply the applicable guidelines to prepare diverse types of workplace correspondence (i.e., letter, memo and email) and specific formats for positive, negative and neutral correspondence. (f)**
7. Apply the guidelines for writing definitions and descriptions. (f)
8. **Apply the general guidelines for preparing reports and specific guidelines for informal and formal report. (f)**
9. **Apply the guidelines for preparing informal and formal proposal. (f)**
10. Apply the guidelines for preparation and delivery of a presentation and presentation graphics. (f)
11. Practice professional presentation using modern tools and methods on given topics. (f)
12. **Apply the guidelines to prepare documents for job correspondence and job interviews. (e)**
13. Apply the revision process guidelines on styles to improve technical writing. (f)

Coordinator(s)

Prof. Muhammad Mostafa Monowar, Professor

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Topics Coverage Durations

Topics	Weeks
Introduction to Technical Communications	2
Collaboration and writing	1
Visual Design	2
Letter, Memo and Electronic Correspondence	2
Definitons and Descriptions	1
Reports	2
Proposals	1
Style in Technical Writing	1
Presentations	1
The Job Search	2