

## COURSE SYLLABUS

### ENG 320: Technical Writing

#### Course Description

Focus is placed on basic techniques of writing for technical industries including business communications, functional description, process writing, basic document format, technical vocabulary, and accurate editing. Valuable skills will be learned for success as a technical professional who communicates regularly, knows how to market oneself, and possesses solid organizational and design skills, as well as writing expertise. Special emphasis is given to the use of social media in the technical industries for marketing and instruction.

#### General Course Information

Number of Units/Weeks	4/10
#Hours Lecture/#Hours Laboratory/#Hours ELPs*	40/0/80
Prerequisite(s)	ENG 110
Co-requisites (s)	None
Course Developer(s)	Mary Broding, M.A.
Date Approved / Last Review	October 2014

\*Enhanced Learning Projects

#### Learning Outcomes

- Define characteristics of technical communications.
- Identify ways in which technical writing skills apply to technical industries.
- Define the purpose and audience for various documents being sensitive to diverse cultural backgrounds.
- Structure data into procedures and functional descriptions being sensitive to diverse cultural backgrounds.
- Create effective business communications such as memos, letters, and resumes.
- Produce marketing and instructional tools through social media outlets.
- Edit for correct spelling, grammar, syntax, word usage, audience fit, organization, and scope.

#### Instructional Methods Employed in this Course

- ✧ Lecture and reading assignments
- ✧ Hands-on exercises
- ✧ Research
- ✧ Student presentations
- ✧ Practical application of theory and skills in authentic design projects
- ✧ Build on prior knowledge and experience of students to enhance richness of class activities

Information Resources for this Course  
Textbook

TBD

Web Site Readings

TBD

Library Research Skills

Table/Topics & Assignments

Types of Assignments:

Lecture -

Considered Lecture Hours

Classroom Discussion -

Considered Lecture Hours

In Class Critique -

Considered Lecture Hours

Delivering Oral Presentations -

Considered Lecture Hours

In Class (IC) Exercise -

Considered Lecture Hours

Reading -

Considered Enhanced Learning Project (ELP), work done outside of class

WebClass lesson (non-online courses) -

Considered ELP, work done outside of class

Lab Work -

Considered Lab Hours

Quiz, Midterm or Final -

Considered Lecture Hours

Week 1						
Type	Topic/Description	Lec Time	Lab Time	ELP Time	Point Value	Due
Lecture 1A	Introduction to Course Materials	1	0	0	0	



Type	Topic/Description	Lec Time	Lab Time	ELP Time	Point Value	Due
Lecture 5A	Functional Descriptions	2	0	0	0	
IC Ex. 5A	Midterm Presentations	2	0	0	0	
ELP 5A	Readings: Chapters 9 & 10	0	0	4	0	
ELP 5B	Functional Description	0	0	4	100	Week 6
Total Week 5		4	0	8	100	
Week 6						
Type	Topic/Description	Lec Time	Lab Time	ELP Time	Point Value	Due
Lecture 6A	Instructions	3	0	0	0	
IC Ex. 6A	Group Work	1	0	0	0	
ELP 6A	Readings: Chapters 11 & 12	0	0	5	0	
ELP 6B	Instructions	0	0	4	100	Week 7
Total Week 6		4		9	100	
Week 7						
Type	Topic/Description	Lec Time	Lab Time	ELP Time	Point Value	Due
Lecture 7A	Creating an Instructional Video & Using YouTube	3	0	0	0	
IC Ex. 7A	Group Work	1	0	0	0	
ELP 7A	Readings: Chapters 13 & 14	0	0	4	0	
ELP 7B	Work on Instructional Video	0	0	4	10	
Total Week 7		4	0	8	0	
Week 8						
Type	Topic/Description	Lec Time	Lab Time	ELP Time	Point Value	Due
Lecture 8A	Portfolios	3	0	0	0	
IC Ex. 8A	Group Work	1	0	0	0	
ELP 8A	Readings: Chapters 15 & 16	0	0	4	0	
ELP 8B	Instructional Video	0	0	4	200	Week 9

Total Week 8		4	0	8	200	
<b>Week 9</b>						
Type	Topic/Description	Lec Time	Lab Time	ELP Time	Point Value	Due
Lecture 9A	Interviews	3	0	0	0	
IC Ex. 9A	Group Work	1	0	0	0	
ELP 9A	Readings: Chapters 17 & 18	0	0	5	0	
ELP 9B	Final Presentation	0	0	3	100	Week 10
Total Week 9		4	0	8	100	
<b>Week 10</b>						
Type	Topic/Description	Lec Time	Lab Time	ELP Time	Point Value	Due
Lecture 10A	Course Review	2	0	0	0	
IC Ex. 10A	Final Presentations	2	0	0	0	
ELP 10A	Readings: Chapters 19, 20, & 21	0	0	4	0	
Total Week 10		4	0	4	0	

#### Course Hours Summary

Week	Topic	Lec Time	Lab Time	ELP Time
1	Introduction to Course Materials/Technical Writing	4	0	9
2	Cover Letters	4	0	9
3	Resumes	4	0	9
4	Reports & Using Twitter	4	0	9
5	Functional Descriptions	4	0	8
6	Instructions	4	0	8
7	Creating an Instructional Video & Using YouTube	4	0	8
8	Portfolios	4	0	8
9	Interviews	4	0	8
10	Course Review	4	0	4
Total		40	0	80

#### Table/Point Breakdown

Week	Assignment	Possible Points	Percent of Grade
2	Cover Letter	50	5%
3	Resume	100	10%
4	Report	100	10%
5	Midterm Presentation	150	15%

6	Functional Description	100	10%
7	Instructions	100	10%
9	Instructional Video	200	20%
10	Final Presentation	100	10%
	Participation	100	10%
Total		1000	100%

Reber, M. (2012, October 9). TWRT/BUS/EWRT 61: Introduction to Technical Writing. DeAnza College: Faculty Directory. Retrieved October 22, 2014, from [http://faculty.deanza.edu/reberm/stories/storyReader\\$8](http://faculty.deanza.edu/reberm/stories/storyReader$8)