ENGL 213
Technical Writing

3 Credits: (3 Lecture hours per week)

Community College of Baltimore County
Common Course Outline

Description

ENGL 213 – Technical Writing: Offers instruction and practice in planning and producing documents that deal with corporate, technological, and scientific subjects; focuses on the writing process with an emphasis on creating clear, concise, audience-directed prose.

Pre-requisites: ENGL 101

Overall Course Objectives

Upon completion of this course, students will be able to:

1. Develop and implement the concise writing style that is the basis of all technical writing;
2. Understand the stylistic differences between academic writing and technical writing;
3. Create texts using the stages of the writing process (planning, drafting, revising, and editing);
4. Apply a variety of strategies for revising texts to accomplish specific communication objectives and to meet the needs of specialized audiences;
5. Apply the technical writing style to a variety of formats, including business letters, resumes, manuals, proposals, and technical reports;
6. Work collaboratively with peers to critique assigned writing projects;
7. Understand the basic of page layout techniques;
8. Utilize computer-generated graphics as a means of conveying information;
9. Conduct Internet and/or library research as needed to complete assigned writing projects; and
10. Develop critical editing and proofreading skills to create polished, professional documents.

Major Topics

   I.   Definition of technical writing
  II.   Characteristics of clear, concise, audience-directed texts
 III.   Writing as a recursive process
 IV.   revision
  V.   Proofreading/polishing texts
 VI.   Page layout techniques
VII.   Use of computer-generated graphics
VIII.   Print and electronic research

The Common Course Outline (CCO) determines the essential nature of each course.
For more information, see your professor's syllabus.

Course Requirements
Grading will be determined by the individual faculty member, but shall include the following, at minimum:

- Use computers to complete all assigned writing projects.
- Participate in class activities.
- Create at least four writing projects, each of which employs a different technical writing format (i.e. manuals, proposals, reports, etc.)

Written assignments and research projects: Students are required to use appropriate academic resources in their research and cite sources according to the style selected by their professor.

Other Course Information
The final grade will be based on the students' writing, graded either cumulatively or in an end-of-course portfolio.

Date Revised: 10/29/2002

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