SYLLABUS

DATE OF LAST REVIEW: 02/2013
CIP CODE: 24.0101
SEMESTER: DEPARTMENTAL SYLLABUS
COURSE TITLE: Technical Writing
COURSE NUMBER: ENGL0206
CREDIT HOURS: 3
INSTRUCTOR: DEPARTMENTAL SYLLABUS
OFFICE LOCATION: DEPARTMENTAL SYLLABUS
OFFICE HOURS: DEPARTMENTAL SYLLABUS
TELEPHONE: DEPARTMENTAL SYLLABUS
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KCKCC-issued email accounts are the official means for electronically communicating with our students.

PREREQUISITE(S): Completion of ENGL0101, Composition I, with a “C” or higher

REQUIRED TEXT AND MATERIALS: Please check with the KCKCC bookstore, http://www.kckccbookstore.com/, for the required texts for your particular class.

COURSE DESCRIPTION:
Designed for concise writing in the technical fields of computer science, engineering technology, electronics, drafting, construction management, and sciences, the course includes description tools and mechanisms, processes, analysis, editing, examination of literature in the major, and a field project. Technical management find this course useful.

METHOD OF INSTRUCTION: A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, and panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.
COURSE OUTLINE:

I. Overview of Technical Writing
   A. Communication Process
   B. Audience Analysis

II. Basic Report Structure
   A. Statement of Purpose
   B. Introduction
   C. Discussion
   D. General to Specific Movement
   E. Selective Redundancy

III. Informal reports and Memos
   A. Memos
   B. Letters
   C. Research Reports
   D. Application and Follow-up Letters

IV. Research Report Techniques
   A. Locating Information
   B. Notetaking
   C. Audience Analysis
   D. Arrangement of Details
   E. Style
   F. Headings
   G. Technical Illustrations

V. Research Report Components
   A. Transmittal Correspondence
   B. Title Page
   C. Table of Contents
   D. Illustrations
   E. Definitions and Symbols
   F. Statement of Problem
   G. Resolutions/Procedures/Methods
   H. Conclusions
   I. Recommendations
   J. Bibliography/References
   K. Appendices
   L. Abstract

VI. Other Technical Report Formats
   A. Proposals
   B. Feasibility Studies
   C. Progress Reports
EXPECTED LEARNER OUTCOMES:

After completing this course, students will be able to explain the concept of accountability in technical writing, as well as, discuss the importance of the audience in technical writing.

After completing this course, students will be able to describe the basic structure of a report.

After completing this course, students will be able to identify the various modes of technical writing common to all disciplines and write informal reports and memos.

After completing this course, students will be able to apply research report techniques.

After completing this course, students will be able to describe the components of a research report, conduct research, and document information on research reports.

After completing this course, students will be able to understand the demands and types of technical writing formats in the various fields of work.

COURSE COMPETENCIES:

After completing this course, students will be able to explain the concept of accountability in technical writing, as well as, discuss the importance of the audience in technical writing.

1. The learner will be able to describe the process of communication facilitated by technical writing.

2. The learner will be able to analyze the relationship between audience and technical presentation.

After completing this course, students will be able to describe the basic structure of a report.

3. The learner will be able to define the statement of purpose in a basic report.

4. The learner will be able to describe the introduction in a basic report.

5. The learner will be able to demonstrate the use of the discussion portion of a basic report.

6. The learner will be able to compare general and specific movement in the basic report form.

7. The learner will be able to describe selective redundancy in a basic report.

After completing this course, students will be able to identify the various modes of technical writing common to all disciplines and write informal reports and memos.

8. The learner will be able to design a memo.

9. The learner will be able to assemble a letter.

10. The learner will be able to formulate a research report.

11. The learner will be able to describe how to create an application and follow-up letter.
After completing this course, students will be able to apply research report techniques.
12. The learner will be able to locate information needed for a research report.
13. The learner will be able to describe the importance of note taking in research reports.
14. The learner will be able to analyze an audience who will be reading a particular research report.
15. The learner will be able to describe appropriate arrangement of details in a research report.
16. The learner will be able to compare and contrast various styles used in research reports.
17. The learner will be able to name the various types of headings used in research reports.
18. The learner will be able to select appropriate technical illustrations for a research report.

After completing this course, students will be able to describe the components of a research report, conduct research, and document information on research reports.
19. The learner will be able to define transmittal correspondence.
20. The learner will be able to design a title page for a research report.
21. The learner will be able to assemble a table of contents for a research report.
22. The learner will be able to propose appropriate illustrations for a research report.
23. The learner will be able to define terms and symbols common in a research report.
24. The learner will be able to propose a problem statement for a research report.
25. The learner will be able to describe the resolutions, procedures, and methods associated with a research report.
26. The learner will be able to compose a set of conclusions for a research report.
27. The learner will be able to prepare recommendations for a research report.
28. The learner will be able to compose a bibliography and list of references for a research report.
29. The learner will be able to create appendices for research reports.
30. The learner will be able to compose an abstract for a research report.

After completing this course, students will be able to understand the demands and types of technical writing formats in the various fields of work.
31. The learner will be able to write proposals.
32. The learner will be able to construct feasibility studies.
33. The learner will be able to write progress reports.
34. The learner will be able to describe completion reports.
35. The learner will be able to compose summaries for various technical reports.
36. The learner will be able to demonstrate the ability to write resumes for technical reports.
37. The learner will be able to interpret information presented in technical data.
38. The learner will be able to collaborate with peers in presenting technical information.

ASSESSMENT OF LEARNER OUTCOMES: Student progress is evaluated by means that include, but are not limited to, exams, written assignments, and class participation.

SPECIAL NOTES:

This syllabus is subject to change at the discretion of the instructor. Material included is intended to provide an outline of the course and rules that the instructor will adhere to in evaluating the student’s progress. However, this syllabus is not intended to be a legal contract. Questions regarding the syllabus are welcome any time.

Kansas City Kansas Community College is committed to an appreciation of diversity with respect for the differences among the diverse groups comprising our students, faculty, and staff that is free of bigotry and discrimination. Kansas City Kansas Community College is committed to providing a multicultural education and environment that reflects and respects diversity and that seeks to increase understanding.

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Kansas City Kansas Community College complies with the Americans with Disabilities Act. If you need accommodations due to a documented disability, please contact the Director of the Academic Resource Center, in Rm. 3354 or call at: 288-7670.