

Northwest Arkansas Community College
(Communication and Arts Division)

Discipline Code

ENGL

Course Number

2013

Course Title

Technical Writing

Catalog Description

Skills learned in regular composition classes are directed towards the products that are written in organizations, offices and laboratories. The writing assignments may include extended definitions, evaluations, instructions, arguments, letters of various types, memorandums, and a collaborative research project which culminates in a formal report and/or a finished product. Emphasis is on improving the communication skills of students seeking a career in technical or scientific fields.

Prerequisites

Completion of ENGL 1013 with a C or better, or consent of instructor

Credit Hours

3 credit hours

Contact Hours

45 contact hours

Load Hours

3 load hours

Semester Offered

Fall, Spring and Summer

ACTS Equivalent

Introduction to Technical Writing, ENGL 2023

Grade Mode

A-F

Learning Outcomes

Students will:

- Read, interpret, use, and write about expository prose that is both general and technical in nature.
- Analyze and evaluate written and graphic material of a technical nature.
- Identify focus and formulate support
- Write clearly, concisely, and correctly with appropriate development and support.
- Produce a document that follows accepted technical and business report formats and conventions.
- Compose documents that meet the needs and expectation of a multicultural society.

General Education Outcomes Supported

- Students develop higher order thinking skills.
- Students gain greater awareness of cultural perspectives.
- Students can write clear, coherent, well-organized documents, which are substantially free of errors.

Standard Practices

Topics List

- Writing for various disciplines and occupations
- Analysis and synthesis
- Research
- Presentation of documents

Learning Activities

- Group work
- Peer review
- Composition of texts
- Analysis and discussion of written and visual texts
- Discussion of readings, writing strategies

Assessments

- Combination of large projects and shorter assignments that develop students' abilities to analyze, evaluate, and write good expository and technical prose
- A collaborative research project that exposes students to the teamwork approach of completing tasks and prepares them for the demands they might expect in a real job
- Tests, quizzes, journals, in-class and out-of-class writing

Grading guidelines

Instructors should assess proficiency in technical communication, student ability to write to produce professional documents, sentence-level writing, and revision (writing process).

Revision Date December 2, 2020