

NorthWest Arkansas Community College  
Division of Communication and Arts

Course Number and Title

ENGL 2013, Technical Writing

ACTS Index Number and Title

Introduction to Technical Writing, ENGL 2023

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/Contact hours/Load hours

Three

Target Audience/Transferability

The course is considered an elective or a required course, depending on the student's major. This course transfers to other institutions, but it may not count towards the completion of a specific major's basic course requirements.

Student 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.

## Topics

Writing for various disciplines and occupations; analysis and synthesis, research, presentation of documents

## Forms of Assessment

Six to eight writing 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.