

Montgomery County Community College
 ENG 115
 Writing for Technical Communication
 3-3-0

COURSE DESCRIPTION:

Writing for Technical Communication entails the application of writing and research skills taught in ENG 101. It teaches on-the-job writing with a concentration in special and practical forms of communication, including letters, emails, memos, summaries, proposals, instructions, and reports. In addition, the course adapts formal English to the style of the technical or specialized writer.

REQUISITES:*Previous Course Requirements*

- ENG 101 English Composition I with a minimum grade of "C"

Concurrent Course Requirements

None

LEARNING OUTCOMES Upon successful completion of this course, the student will be able to:	LEARNING ACTIVITIES	EVALUATION METHODS
1. Produce various types of on-the-job written communication following the required content and format for each.	Lecture Discussion Writing assignments Proofreading and editing Examination of technical writing models	Write 15-20 pages of edited business writing Final research report using outside sources collected and scored by common rubric
2. Evaluate the nature of the audience for each message, as well as the message itself.	Lecture Discussion Writing assignments Examination of technical writing models	Write 15-20 pages of edited business writing Final research report using outside sources collected and scored by common rubric

LEARNING OUTCOMES	LEARNING ACTIVITIES	EVALUATION METHODS
3. Construct materials in the form of letters, emails, memos, résumés, instructions, presentations, and digital communications.	Lecture Discussion Writing assignments Proofreading and editing Examination of technical writing models	Write 15-20 pages of edited business writing Final research report using outside sources collected and scored by common rubric
4. Interpret, design and label graphics for use in technical communications.	Lecture Discussion Writing assignments Proofreading and editing Examination of technical writing models	Write 15-20 pages of edited business writing Final research report using outside sources collected and scored by common rubric
5. Synthesize ideas gathered from multiple outside sources.	Lecture Discussion Writing assignments Proofreading and editing Examination of technical writing models	Write 15-20 pages of edited business writing Final research report using outside sources collected and scored by common rubric
6. Use formal standard grammar, usage, and punctuation.	Lecture Discussion Writing assignments Proofreading and editing Examination of technical writing models	Write 15-20 pages of edited business writing Final research report using outside sources collected and scored by common rubric
7. Cite the work of others using a standard model of documentation.	Lecture Discussion Writing assignments Proofreading and editing Examination of technical writing models	Write 15-20 pages of edited business writing Final research report using outside sources collected and scored by common rubric
8. Adopt ethical writing standards.	Lecture Discussion Writing assignments Proofreading and editing Examination of technical writing models	Write 15-20 pages of edited business writing Final research report using outside sources collected and scored by common rubric

At the conclusion of each semester/session, assessment of the learning outcomes will be completed by course faculty using the listed evaluation method(s). Aggregated results will be submitted to the Director of Educational Effectiveness. The benchmark for each learning outcome is that *70% of students will meet or exceed outcome criteria.*

SEQUENCE OF TOPICS:

1. Introduction to Technical Writing
2. Technical Writing Audiences
3. Technical Writing Skills/Style
4. Research for Technical Writing
5. The Formal Research Report (Format, Graphics, the Abstract, Front Matter/ Appendix, etc.)

LEARNING MATERIALS:

In addition to professional models of various styles of technical writing, the individual instructor has a choice of text, such as *Technical Communication: A Reader Centered Approach* by Paul Anderson. Learning resources, including library and Internet research materials, are used for report writing.

Alternate texts and open educational resources as appropriate to the course.

Other learning materials may be required and made available directly to the student and/or via the College's Libraries and/or course management system.

COURSE APPROVAL:

Prepared by: English Department	Date: 1984
Revised by: Anne Colvin	Date: 4/1998
Revised by: Diane Biddle	Date: 3/6/2013
VPAA/Provost or designee Compliance Verification: Victoria L. Bastecki-Perez, Ed.D.	Date: 3/7/2013
Revised by: Timothy Connelly	Date: 2/27/2018
VPAA/Provost or designee Compliance Verification: Victoria L. Bastecki-Perez, Ed.D.	Date: 2/28/2018
Revised by: Diane McDonald and Dana Resente	Date: 1/2020
Provost or designee Compliance Verification:	Date: 2/26/2020



This course is consistent with Montgomery County Community College's mission. It was developed, approved and will be delivered in full compliance with the policies and procedures established by the College.