

## CUMBERLAND COUNTY COLLEGE

### **Course: EN 103: Technical Writing**

**Credits:** 3

### **Prerequisites**

EN 101, designed for students in all AAS programs

### **Description**

Students will focus on aspects of technical communication both written and oral. This writing course will provide students with the basic skills and techniques necessary to write clear reports, instructions, manuals, abstracts, brochures and definition documents, as well as deliver oral presentations.

### **Learning Outcomes**

At the completion of this course, students will be able to:

- Discuss professional and technical communications
- Communicate effectively in both speech and writing
- Prepare and deliver a presentation to an audience
- Design and present graphics and visuals
- Compose a variety of technical documents using the correct style, content and format

### **Related General Education Outcomes**

#### **Information Literacy**

- Students will identify and address an information need
- Students will access information effectively and efficiently
- Students will evaluate and think critically about information
- Students will use information ethically and legally

#### **Written and Oral Communication**

- Students will explain and evaluate what they read, hear, and see
- Students will state and evaluate the views of findings of others
- Students will logically and persuasively state and support orally and in writing their points of view or findings
- Students will evaluate, revise, and edit their communication

### **Topical Outline**

- General technical and professional communication strategies
  - Explaining technical communications
  - Recognizing ethical issues in technical communication
  - Understanding the writing process
- Research strategies
  - Accessing information

- Documenting information according to APA style
- Technical strategies
  - Utilizing graphics and visuals
  - Defining terms
  - Giving instructions
  - Analyzing a process
  - Preparing manuals and product-support items
- Professional strategies
  - Composing memos and letters
  - Preparing cover letters, resumes, interviews
  - Writing reports and proposals
  - Producing fliers and brochures
- Presentation strategies
  - Designing and outlining presentations
  - Delivering presentations

**Required Texts and Other Materials**

Gurak, L. J. & Lannon, J. M. (2016). *Strategies for Technical Communication in the Workplace* (3<sup>rd</sup> ed.). Boston, MA: Pearson.

**Student Assessment**

<b>Individual instructors may include the following assessment(s):</b>	<b>Proposed grading distribution:</b>
Attendance/participation	5% Attendance/participation
Oral presentations	5% Visual aid
Exams/quizzes	5% APA citations
Written assignments such as:	5% Oral presentation
• APA style citations	5% Definition paper
• Graphics, visuals	10% Brochure
• Fliers, brochures, newsletters	10% Resume
• Cover letters, resumes, interviews	10% Midterm exam
• Definitions	10% Manual
• Instructions	15% Instructions
• Reports, proposals	20% Proposal
• Manuals, product support items	
• Websites	
• Memos, letters	

**Academic Integrity**

Plagiarism is cheating. Plagiarism is presenting in written work, in public speaking, and in oral reports the ideas or exact words of someone else without proper documentation. Whether the act of plagiarism is deliberate or accidental [ignorance of the proper rules for handling material is no excuse], plagiarism is, indeed, a “criminal” offense.

As such, a plagiarized paper or report automatically receives a grade of **ZERO** and the student may receive a grade of **F** for the semester at the discretion of the instructor.

**Available Resources**

If you are having difficulty with work in this class, tutoring is available through the Success Center. If you think that you might have a learning disability, contact Project Assist at 856.691.8600, x1282 for information on assistance that can be provided to eligible students.

**(List availability of open labs and/or writing center)**

**Before Withdrawing From This Course**

If a student experiences adverse circumstances while enrolled in this course and considers withdrawing, s/he should see an advisor (division or advisement center) BEFORE withdrawing from the class. A withdrawal may cause harmful repercussions to completion rate standards and overall GPA which can limit or eliminate future financial aid in addition to causing academic suspension.