**Course Objectives/Course Outline**
**Spokane Community College**

**Course Title:** Applied Technical Writing for Vocations
**Prefix and Course Number:** ENGL 120

**Course Learning Outcomes:**
**By the end of this course, a student should be able to**:

- Write a technical report.
- Critically analyze technical reports written by the student and others
- Explain technical reports.

**Course Outline:**
  I. Use proper technical format in short assignments selected from a menu (catalog searches, requisitions, etc.)
 II. Write technical reports, generally of 500-700 words, using proper format.
III. Complete a variety of exercises pertaining to job skills, such as resumes, job application letters, and follow-up letters.
 IV. Use graphics correctly and effectively.
  V. Conduct research on a topic in the area of their vocational field, and write a research report using proper structure, development, and documentation.
 VI. Revise and edit ideas, organization, development, expression, and mechanics in their writing.