

Spokane Community College

COURSE LEARNING OUTCOMES (CLO) AND OUTLINE

Course Title: Technical Writing

Prefix and Course Number: ENGL& 235

Version Date: December 12/3/2021

Course Learning Outcomes

By the end of this course, a student should be able to:

1. Analyze the audience, purpose, and context of technical communication projects, including equitable, cultural and ethical considerations
2. Demonstrate awareness of how various mediums, genres and technologies affect and are affected by users and, thus, are integral to the design process
3. Create documents and visuals by selecting appropriate technologies and using principles of effective information design
4. Write precise technical prose
5. Collaborate on technical communication projects

Course Outline:

- I. Prove knowledge of basic writing rules and conventions to reflect control of language.
- II. Know which contexts require complete sentences and conventional textual cues and which require parts of sentences or phrases for lists, tables, indices, advertising, cataloging, etc.
- III. Compose effective business messages in various standard formats.
- IV. Create proposals and other copy intended to promote talents, abilities, and services addressed by technical arts programs.
- V. Produce visually enhanced documents incorporating graphics and illustrations.
- VI. Summarize larger pieces of text in clear, direct style for practical applications.
- VII. Match level of language, tone, and technical design factors to a targeted audience.
- VIII. Develop keen sense of observation to produce material replete with useful, germane information.
- IX. Meet deadlines.
- X. Edit documents with peer exchange and according to technical arts guidelines.
- XI. Analyze information sources such as websites to write practical evaluative references.