Course Description

Study of the process of technical writing and written communication. Students review various formats and writing purposes and produce technical and business-related documents.

Prerequisites

EH 1020: English Composition II or equivalent

Course Textbook


Course Learning Objectives

Upon completion of this course, students should be able to:

1. Demonstrate how to write effective business letters and memorandums.
2. Discuss the elements necessary for the proper organization of information in documents.
3. Explain the purpose of a summary.
4. Demonstrate how to write effective instructions and procedural documents.
5. Compare and contrast the writing forms of analysis and comparison and give examples of when each should be employed.
6. Develop a professionally formatted report.
7. Discuss the role and contents of the resume, cover letter, vitae, and portfolio in an effective job search.

Credits

Upon completion of this course, the students will earn three (3) hours of college credit.

Course Topical Outline

Unit I: What is Technical Writing
Unit II: Organizing Information
Unit III: Forms of Correspondence
Unit IV: Using Summaries to Inform
Unit V: Directions and Instructions
Unit VI: Using Analysis
**Unit VII:** Writing Formal Reports

**Unit VIII:** Selling Yourself

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**Course Structure**

1. **Unit Learning Objectives:** Each unit contains learning objectives that specify the measurable skills and knowledge students should gain upon completion of the unit.
2. **Unit Summaries:** Each unit contains an overview, or summary, of the information to be covered.
3. **Reading Assignments:** Each unit contains reading assignments from one or more chapters from the textbook (except Unit I).
4. **Key Terms:** Key terms are intended to guide students in their course of study. Students should pay particular attention to key terms as they represent important concepts within the unit material and reading. (Unit I does not contain key terms.)
5. **Discussion Boards:** Discussion Boards are a part of all CSU term courses. Information and specifications regarding these assignments are provided in the [Course Policies](#).
6. **Unit Assessments** contain both objective and subjective type questions. Students are required to take unit assessments at the completion of each unit. Objective type assessments may include multiple choice, multiple answer, matching, ordering, etc. Objective Assessments are normally delivered to students as 10-question assessments.
7. **Learners’ Café:** This is a course forum that provides students with an opportunity to interact with their classmates in an informal setting. The Learners’ Café is a non-graded activity. Information and specifications regarding this activity is provided in the [Course Policies](#).

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**Grading**

<table>
<thead>
<tr>
<th>Assessment Type</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Unit Assessments (8 @ 10.5% each)</td>
<td>84%</td>
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<tr>
<td>Discussion Board (8 @ 2% each)</td>
<td>16%</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
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