Administrative Unit: Humanities Department

Course Prefix and Number: ENGL 204

Course Title: Technical Writing

Number of: Credit Hours: 3  Lecture Hours: 3  Laboratory Hours: 0

Catalog Description: Study of grammar and practice in writing class reports.

Prerequisite(s)/Corequisite(s): ENGL 112 or sophomore standing.

Text(s): Any comprehensive technical writing text, such as:

Course Objectives: • To prepare students for writing effectively in various professions.
• To foster professional competence.

Measurable Learning • Recognize and exhibit proper professional format of reports and other forms of communication.
• Employ audience analysis and adaptation skills.
• Demonstrate an understanding of effective graphics and the necessary technology to incorporate graphics in texts.
• Exercise proper use of technical jargon.
• Exercise proper grammar skills.

Topical Outline (major areas of coverage): • Departmental policy requires students write a minimum of 4500 words of graded writing for the course.
• The major library tools of the technical writer.
• Writing effective questionnaires.
• Adaptation of writing content and style to the four audiences: laypersons, executives, experts, and technicians.
• Use of the traditional means of exposition (definition, classification, comparison/contrast, etc.).
• The place of argumentation in technical writing.
• Formula for the Gunning Fog index and apply it to the control of wordiness and polysyllabicism.
• Avoiding passive voice and other constructions that lead to wordiness.
• Correct elements that belong in technical reports (abstracts, table of contents, numbering systems, documentation forms, etc.).
• Incorporating graphics into report writing.

Recommended maximum class size for this course: 25
Library Resources: Online databases are available at http://www.ccis.edu/offices/library/resources.asp. You may access them from off-campus using your eServices login and password when prompted.

Prepared by: Dr. Danny Campbell
Name ____________________________ Signature ____________________________

Date: September 21, 2005

NOTE: The intention of the master syllabus is to provide an outline of the contents of this course, as specified by the faculty of Columbia College, regardless of who teaches the course, when it is taught or where it is taught. Faculty members teaching this course for Columbia College are expected to facilitate learning pursuant to the course objectives and cover the subjects listed in the topical outline. However, instructors are also encouraged to cover additional topics of interest so long as those topics are relevant to the course’s subject. The master syllabus is, therefore, prescriptive in nature but also allows for a diversity of individual approaches to course material.

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