

SYLLABUS
PART I
EDISON COMMUNITY COLLEGE
ENG 125S TECHNICAL WRITING
3 CREDIT HOURS

COURSE DESCRIPTION

Introduces students to writing technical reports, including instructions, mechanical descriptions, lab reports, resumes, process reports, trip reports, investigation reports and graphics. Prerequisite: Satisfactory assessment scores in reading and writing or ENG 091D and ENG 093D. Lab fee.

COURSE GOALS

The student will:

Bloom's Level		Gen Ed Outcomes
	1. Successfully produce technical and scientific information clearly and accurately.	
	2. Practice the writing process of critical thinking, composing, revising and editing to produce a variety of technical assignments.	
	3. Write clear definitions, abstracts, instructions, process, and mechanical descriptions.	
	4. Recognize that technical writing is a significant part of a technical education.	
	5. Use the library as a significant source of technical information.	

CORE VALUES

The Core Values are a set of principles that guide in creating educational programs and environments at Edison. They include communication, ethics, critical thinking, human diversity, inquiry/respect for learning, and interpersonal skills/teamwork. The goals, objectives, and activities in this course will introduce/reinforce these Core Values whenever appropriate.

TOPIC OUTLINE

1. Letters and Memos
2. Problem Solving Research Methods
3. Lab Reports
4. Inspection Reports
5. Investigation Reports
6. Graphics + Visual Aids
7. Resumes
8. Problem - Solution Research Paper, or Elective Topic
9. Instructions
10. Process Report
11. Product Liability (Warnings, Cautions, and Notes)
12. Definition Techniques
13. Advertisement Analysis (Audience Manipulation)
14. Mechanical Description
15. Readability
16. Impact of New Technology on Writing
17. Audience Analysis & Motivation
18. Logic errors and Critical Thinking
19. Ethics

20. Report Editing
21. The Nature of Discovery - Communicating Scientific Findings
22. Computer Applications
23. Computer Literature Searches
24. Inference, Opinions, Judgments