SYLLABUS
PART I
EDISON STATE COMMUNITY COLLEGE
IMD 211S TECHNICAL MEDIA COMMUNICATION
3 CREDIT HOURS

COURSE DESCRIPTION
Comprehensive study of oral and written communication from a technical perspective. Students will learn to develop effective technical communications that provide usable information for diverse audiences. Students will also explore a wide range of technical communication methods and formats, such as résumés, memos, letters, definitions, descriptions, instructions, procedures, summaries, informal and formal reports, proposals, emails, blogs, wikis, web pages, oral presentations, and video conferences. Prerequisite: Satisfactory assessment scores in reading and writing or ENG 092D. Lab fee.

COURSE GOALS
The student will:

Bloom's Level		Program Outcomes
5	1. Create technical communications using various tools and media.	1, 3, 4, 6
5	2. Structure information effectively within a technical document.	1, 5, 6
5	3. Summarize existing technical documents using written and oral communication methods.	1, 3, 4, 5
3	4. Use appropriate visuals in technical communications.	1, 3, 6
4	5. Analyze the audience of a technical document to better understand who will use it and how it will be used.	4
2	6. Discuss ethics in technical communications.	1, 3

CORE VALUES
The Core Values are a set of principles that guide Edison State in creating its educational programs and environment. They will be reflected in every aspect of the College. Students' educational experiences will incorporate the Core Values at all levels, so that a student who completes a degree program at Edison State will not only have been introduced to each value, but will have had them reinforced and refined at every opportunity.

TOPIC OUTLINE
1. Getting Started with Technical Communication
2. Understanding the Research Process in Technical Communication
3. Providing Audiences with Usable Information
4. Recognizing Ethical Issues in Technical Communication
5. Structuring Information for Your Readers
6. Writing with a Readable Style
7. Using Audience-Centered Visuals
8. Designing User-Friendly Documents
9. Creating Various Technical Documents (such as Résumés and Other Employment Materials, Memos and Letters, Definitions, Descriptions, Instructions and Procedures, Summaries, Informal Reports, Formal Reports, and Proposals)
10. Using Digital Media and Presentations in Technical Communication (with technologies such as Email, Blogs, Wikis, Web Pages, Social Media, Oral Presentations, and Video Conferencing)