Technical Writing (ENG103)

Course Syllabus–

English Language and Translation Department

College of Science and Theoretical Studies

Saudi Electronic University

A: General Information

1. **Course Title**   Technical Writing

2. **Course Code**   ENG103

3. **Semester/ Year**   3rd semester, 4th semester/Second year

4. **Course credit**   3 Hours

Course level
- Level3-BS. Data. Sci.: AI
- Level4-BS. Info. Tech.: CyberSecurity
- Level3-BS. Comp. Sci.: App Developmen
- Level4-Bachelor of Info. Technology
- Level3-Bachelor of Info. Technology
- Level3-Bachelor of Computer Science

B:	Academic Content

Course aim and objectives:

1. Develop a sense of how purposes, audiences, situations, technologies, and methods affect writers' and users' perceptions of written documents.

2. Implement and demonstrate theories of document design (e.g., format, layout, graphics) in course projects.

3. Understand the recursive nature of writing process in terms of researching, drafting, reviewing/testing, editing, and revising.

4. Develop strategies for written and/oral communication with peers, instructors, users, and/or clients that foster mutual respect and responsibility, including peer review and usability testing.

5. Implement and evaluate a range of research methods and information resources to develop and produce ethically responsible professional documents.

6. Create effective arguments in professional documents using discursive and visual information.

7. Use and adapt various technologies, including MS Word, to produce attractive, persuasive, professional documents.

Learning Outcomes:

1. Identify the elements that affect writers' and users' perception of technical documents to non-specialized audience.

2. Implement strategies of effective primary data gathering from valid information source (e.g. websites, books, scientific journals)

3. Apply the stages of the writing process (prewriting / writing / rewriting) in technical and workplace writing tasks.

4. Use strategies for written and/or oral communication that foster mutual respect and responsibility.

5. Develop effective arguments in professional documents using discursive and visual Information.

6. Produce effective documents related to writing in the workplace (e.g. emails, letters, reports) using various technologies.

Prerequisites: No prerequisites.

C: Timetable for sessions

	Week	Date	Chapters	Students Commitments
1.	**Week 0**		ORIENTATION WEEK	
2.	**Week 1**		Appendix B: A Brief Handbook* Chapter 1.	
3.	**Week 2**		Appendix A: Documenting sources* Chapter 3: The Research Process in Technical Communication	
4.	**Week 3**		Chapter 4: Providing Audiences with Usable Information Chapter 5: Recognizing Ethical Issues in Technical Communication	Quiz 1
5.	**Week 4**		Chapter 7: Writing with a Readable Style	
6.	**Week 5**		Chapter 11: Memos and Letters.	Assignment 1
7.	**Week 6**		Chapter 12: Definitions. Chapter 14: Instructions and Procedures.	
8.	**Week 7**		**Revision**	
9.	**Week 8**		**MIDTERM EXAMS**	
10.	**Week 9**		Chapter 8: Using Audience-Centered Visuals Chapter 9: Designing User Friendly Documents.	
11.	**Week 10**		Chapter 15: Summaries	

12.	Week 11		Chapter 10: Résumés and Other Employment Materials.	In class activity
13.	Week 12		Chapter 20: Blogs, Wikis, and Social Networks . Chapter 21: Web Pages and Online Videos	Quiz 2
14.	Week 13		Chapter 22: Oral Presentations. Chapter 16: Informal Reports.	
15.	Week 14		Chapter 18: Proposals.	Presentation
16.	Week 15		**Study week – can be used for review**	
17.	Week 16			
18.	Week 17		**FINAL EXAMS**	
19.	Week 18			

D: Course Resources

Textbook:
Gurak, L. and Hocks, M. (2013). Strategies for Technical Communication in the Workplace. 2nd Edition. Pearson. ISBN: 978-0-205-24552-9

E: Assessment

- **Assessment Overview**

Assessment Type	Due Date of Assignments	Weight
Quiz 1	Week 3	8

Assignment 1	Week 5	8
In class activity	Week 11	8
Quiz 2	Week 12	8
Presentation	Week 14	8
Midterm	Week 8	20
Final Exam	Weeks 16 and 17	40
Total	**100 points**	

F: Additional Requirements

- The student must follow attendance policy that given by the university.
- The student is responsible to read all announcements that are regularly posted by the instructor.
- Any student having difficulty understanding this handout should contact the instructor for clarifications.
- For all enquiries, students should contact the instructor.