# Course Specification

## (Bachelor)

| | |
|---|---|
| **Course Title** | Technical Writing |
| **Course Code** | ENG103 |
| **Program** | • BS. Comp. Sci.: App Development<br>• BS. Data. Sci.: AI<br>• BS. Info. Tech.: Cybersecurity<br>• Bachelor of Info. Technology |
| **Department** | English Language & Translation |
| **College** | Science & Theoretical Studies |
| **Institution** | Prince Musaid bin Abdulrahman University (PMAU) |
| **Version** | 2 |
| **Last Revision Date** | 5/13/2026 |



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# A. General Information about the course

## 1. Course Identification:

| 1. Credit hours |
| --- |
| 3 |
| **2. Course type** |
| a. ☐ University ☑ College ☐ Department ☐ Track ☐ Others<br>b. ☑ Required ☐ Elective |
| **3. Level/year at which this course is offered** |
| • Level3-BS. Comp. Sci.: App Developmen<br>• Level3-BS. Data. Sci.: AI<br>• Level4-BS. Info. Tech.: CyberSecurity<br>• Level4-Bachelor of Info. Technology |
| **4. Course General Description:** |
| This course offers a general overview on principles and procedure of technical writing; attention to analyzing audience and purpose, organizing information, designing graphic aids, and writing such specialized forms as abstracts, instructions, and proposals. Students systematize and organize knowledge in ways that will help them in all of their courses. The course also emphasizes the elements of good writing style, appropriate grammar and mechanics, clarify of language and logical and cohesive development. |
| **5. Pre-requisites for this course (if any):** |
| No Pre-requisites |
| **6. Co-requisites for this course (if any):** |
| No Co-requisites |
| **7. Course Main Objective(s):** |

Upon successful completion of this course, students will be able to: 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 sources (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.

### 2. Teaching Mode (mark all that apply)

| No | Mode of Instruction | Contact Hours | Percentage (%) |
|---|---|---|---|
| 1 | Traditional Classroom | 0 | 0% |
| 2 | E-learning | 0 | 0% |
| 3 | Hybrid<br>Traditional classroom<br>E-learning | 45 | 100% |
| 4 | Distance Learning | 0 | 0% |

### 3. Contact Hours (based on academic semester)

| No | Activity | Contact Hours |
|---|---|---|
| 1 | Lecture | 30 |
| 2 | Others | 15 |
| | **Total** | **45** |

## B. Course Learning Outcomes (CLOs), Teaching Strategies and Assessment Methods

| Code | Course Learning Outcomes | Code of CLOs Aligned with program | Teaching Strategies | Assessment Methods |
|---|---|---|---|---|
| **1.0** | **Knowledge and understanding** | | | |

| Code | Course Learning Outcomes | Code of CLOs Aligned with program | Teaching Strategies | Assessment Methods |
|---|---|---|---|---|
| 1.1 | Identify the elements that affect writers' and users' perception of technical documents to non-specialized audience. | BSIT.K1, BSCS.K2, BSDS.K2 | • Group teaching (F2F Lectures)<br>• Virtual sessions<br>• Class Discussion | • Assignments<br>• Online Quizzes<br>• Discussion boards<br>• Midterm Exam<br>• Final Exam |
| **2.0** | **Skills** | | | |
| 2.1 | Implement strategies of effective primary data gathering from valid information sources (e.g. websites, books, scientific journals). | BSIT.S1, BSCS.S3, BSDS.S3 | • Group teaching (F2F Lectures)<br>• Virtual sessions<br>• Class Discussion | • Assignments<br>• Online Quizzes<br>• Discussion boards<br>• Midterm Exam<br>• Final Exam |
| 2.2 | Apply the stages of the writing process (prewriting / writing / rewriting) in technical and workplace writing tasks. | BSIT.S1, BSCS.S3, BSDS.S3 | • Group teaching (F2F Lectures)<br>• Virtual sessions<br>• Class Discussion | • Assignments<br>• Online Quizzes<br>• Discussion boards<br>• Midterm Exam<br>• Final Exam |
| 2.3 | Produce effective documents related to writing in the workplace (e.g. emails, letters, reports) using various technologies. | BSIT.S5, BSCS.S5, BSDS.S3 | • Group teaching (F2F Lectures)<br>• Virtual sessions<br>• Class Discussion | • Assignments<br>• Online Quizzes<br>• Discussion boards<br>• Midterm Exam<br>• Final Exam |

| Code | Course Learning Outcomes | Code of CLOs Aligned with program | Teaching Strategies | Assessment Methods |
|---|---|---|---|---|
| 2.4 | Develop effective arguments in professional documents using discursive and visual information. | BSIT.S1, BSCS.S3, BSDS.S3 | • Group teaching (F2F Lectures)<br>• Virtual sessions<br>• Class Discussion | • Assignments<br>• Online Quizzes<br>• Discussion boards<br>• Midterm Exam<br>• Final Exam |
| 2.5 | Use strategies for written and/or oral communication that foster mutual respect and responsibility. | BSIT.S1, BSCS.S3, BSDS.S3 | • Group teaching (F2F Lectures)<br>• Virtual sessions<br>• Class Discussion | • Assignments<br>• Online Quizzes<br>• Discussion boards<br>• Midterm Exam<br>• Final Exam |
| **3.0** | **Values, autonomy and Responsibility** | | | |
| 3.1 | N/A | N/A | • N/A | • N/A |

## C. Course Content

| No | List of Topics | Contact Hours |
|---|---|---|
| 1 | Week 1Introduction to the course | 3 |
| 2 | Week 2Chapter 1: Introduction to Technical Communication Appendix B: A Brief Handbook* | 3 |
| 3 | Week 3Chapter 3: The Research Process in Technical Communication Appendix A: Documenting sources* | 3 |
| 4 | Week 4Chapter 4: Providing Audiences with Usable Information Chapter 5: Recognizing Ethical Issues in Technical Communication | 3 |

| No | List of Topics | Contact Hours |
|---|---|---|
| 5 | Week 5Chapter 6: Structuring Information for Your Readers Chapter 7: Writing with a Readable Style | 3 |
| 6 | Week 6Chapter 11: Memos and Letters. Chapter 19: Emails and Text Messages | 3 |
| 7 | Week 7Chapter 12: Definitions. | 3 |
| 8 | Week 8Chapter 14: Instructions and Procedures | 3 |
| 9 | Week 9Midterm Exam | 0 |
| 10 | Week 10Chapter 8: Using Audience-Centered Visuals Chapter 9: Designing User Friendly Documents. | 3 |
| 11 | Week 11Chapter 15: Summaries | 3 |
| 12 | Week 12Chapter 10: Résumés and Other Employment Materials. | 3 |
| 13 | Week 13Chapter 20: Digital Communication: Blogs, Wikis, and Social Networks. Chapter 21: Web Pages and Online Videos | 3 |
| 14 | Week 14Chapter 18: Proposals. Chapter 22: Oral Presentations. | 3 |
| 15 | Week 15Chapter 16: Informal Reports. Chapter 17: Formal Reports | 3 |
| 16 | Week 16Revision | 3 |
| Total | | 45 |

## D. Students Assessment Activities

| No | Assessment Activities* | Assessment timing (in week no) | Percentage of Total Assessment Score |
|---|---|---|---|
| 1 | Quiz | 5 | 10% |
| 2 | Assignment 1 | 6 | 10% |
| 3 | Assignment 2 | 12 | 10% |
| 4 | Discussion | 10 | 10% |
| 5 | Midterm Exam | 9 | 20% |

| No | Assessment Activities* | Assessment timing (in week no) | Percentage of Total Assessment Score |
|---|---|---|---|
| 6 | Final Exam | 15-17 | 40% |

***Assessment Activities (i.e., written test, oral test, oral presentation, group project, essay, etc.)**

# E. Learning Resources and Facilities

## 1. References and Learning Resources

| | |
|---|---|
| **Essential References** | Textbook: Gurak, L. and Hocks, M. (2013). Strategies for Technical Communication in the Workplace. 2nd Edition. Pearson. ISBN: 978-0-205-24552-9 |
| **Supportive References** | PowerPoint Presentation Slides for each week except the exams weeks. Additinal Readings: Week 1 Defining Technical Communication What is Technical Writing? Five Skills Every Technical Writer Needs Week 3 Basics Ethics for the Technical Communicator Ethical Principles Week 11 Best Practices for Writing for Online Readers |
| **Electronic Materials** | Videos and other digital sources: Week 1 Society for Technical Communication website Society for Technical Communication Intercom magazine website Journal of Technical Writing and Communication “I’d Rather Be Writing” blog “Professional, Technical Writing,” Purdue Online Writing Lab Web page Technical Writing overview website, Virginia Tech Week 2 Creating Conversations in Writing Watch, Observe, Notice Deepen, Explore, Research Find Answers, Understand, Learn Week 3 Establishing Ethos Write Ethically Week 4 Rhetoric Rhetorical Appeals Mood and Style Tone Week 5 Critical Reading Letters, Memos, Emails Week 6 Understanding a College Writing Assignment Instructions and Process Descriptions Week 8 Thesis Claims Graphics Difference and Change Week 9 Using Sources Integrating Quotations Week 10 Resume Introduction Resume Elements Week 12 Proposals How to Give an Oral Presentation PowerPoint Templates |
| **Other Learning Materials** | None |

## 2. Required Facilities and Equipment

| Item | Resources |
|---|---|
| Facilities (Classrooms, laboratories, exhibition rooms,simulation rooms, etc.) | Learning Management System (LMS): Blackboard Online Assessment Tools integrated into Blackboard Classroom |
| Technology equipment (projector, Smart Board, software) | Blackboard, data show Online Assessment Tools integrated into Blackboard (LMS), including quizzes, assignments, and discussion boards. |

| Item | Resources |
|---|---|
| Other Equipment (depending on the nature of the specialty) | None |

## F. Assessment of Course Quality

| Assessment Areas/Issues | Assessor | Assessment Methods |
|---|---|---|
| Quality of Learning Resources | Faculty Member | Direct |
| Effectiveness of Teaching | Committee of learning resources & E-learning | Direct |
| Effectiveness of students assessments | Students | Indirect "Student-Survey" |
| The extent to which CLOs have been achieved | Quality Committee | Direct |

Assessors **(Students, Faculty, Program Leaders, Peer Reviewer, Others (specify)**
Assessment Methods **(Direct, Indirect)**

## G. Specification Approval

| | |
|---|---|
| Council / Committee | English Language and Translation Department Council |
| Reference No. | 19 |
| Date | 5/13/2026 |