I. Catalog Information

TWRT 66W  Special Topics in Technical Writing  1 Unit(s)

TWRT 66X  2 Unit(s)
TWRT 66Y  3 Unit(s)
TWRT 66Z  4 Unit(s)

(See general education pages for the requirement this course meets.)

Prerequisites: Technical Writing/Business/English Writing 61.

Repeatability: (Any combination of Technical Writing 66W, X, Y, and Z may be taken up to six times, not to exceed 18 units, as long as the topics/projects are different each time.)

One hour lecture for each unit of credit.

Intensive study and analysis of a special topic in Technical Writing. Subjects vary.

II. Course Objectives

A. Examine and analyze special topics in Technical Writing chosen by the instructor assigned to teach the course
B. Create and organize information and materials pertaining to the special topics
C. Develop competencies in using resources, information, systems, and technology

III. Essential Student Materials

Students must have computer access with e-mail and internet.

IV. Essential College Facilities

The type of facility and equipment varies with the topic but a computer lab is often helpful.

V. Expanded Description: Content and Form

A. Examine and analyze special topics in Technical Writing chosen by the instructor assigned to teach the course such as:
   1. Designing and writing a company-specific style manual
   2. Introduction to medical communications
   3. Freelance writing for technical communicators
   4. Career opportunities in medical communications
   5. Writing for publication in professional and trade journals
   6. Technical editing
   7. Technical communications - ethics and the law
   8. Entering the technical communications field
   9. Writing computer-based training materials
   10. Writing computer user documentation
   11. Newsletter production techniques
   12. Usability testing of technical manuals
   13. Technical indexing
   14. Careers using electronic publishing
   15. Document planning and scheduling
   16. Writing for an international audience
17. Developing online documentation

18. Writing grants

B. Create and organize information and materials pertaining to the special topics
   1. Acquiring and evaluating information specific to the topic of study
   2. Organizing and maintaining information related to the special topic according to discipline-specific templates and conventions
   3. Interpreting and communicating information in conjunction with discipline-specific guidelines for topic of study

C. Develop competencies in using resources, information, systems, and technology:
   1. Allocating time, money, material and facility resources, and human resources
   2. Using computers to process information
   3. Understanding systems through monitoring and correcting performance and improving or designing systems
   4. Selecting technology, applying technology to tasks, and maintaining and troubleshooting technology

VI. Assignments
   A. Reading assigned texts and/or journal articles
   B. Writing analytical documents appropriate to the special topic, such as grants, medical writing papers, or manuals
   C. Editing and annotating existing and course-produced documentation
   D. Giving oral presentation of project outcomes

VII. Methods of Instruction
   Methods of instruction may include, but are not limited to, the following:
   A. Lecture and visual aids
   B. Homework and extended projects
   C. Discussion of assigned reading
   D. In-class exploration of Internet sites
   E. Guest speakers
   F. Peer reviewing
   G. Computer software demonstrations and practice
   H. In-class student presentations

VIII. Methods of Evaluating Objectives
   A. Oral presentation
   B. Written project

IX. Texts and Supporting References
   Selected readings from current technical communication texts and/or technical communications journals such as "The Society for Technical Communication." Chosen texts will be appropriate to topic focus.