

**San Juan College**  
**SYLLABUS**

**COURSE # AND TITLE:** ENGL 218: Advanced Technical Composition  
**# OF CREDITS:** 3

**CATALOG DESCRIPTION:**

An advanced course in the theory and application of practical, informative writing. This course emphasizes the organization and presentation of technical information in a variety of formats and situations, to include memoranda, letters, reports, descriptions, explanations, summaries, resumes, interviews, and oral reporting. Additionally, the course emphasizes the research process necessary to writing in advanced technical coursework as well as professional workplaces. Prerequisite: ENGL 111 or ENGL 118. Semesters offered: Fall, Spring, and Summer.

***Common Student Learning Outcomes***

*Upon successful completion of San Juan College programs and degrees, the student will....*

<b><i>Learn</i></b>	<i>Students will actively and independently acquire, apply and adapt skills and knowledge to develop expertise and a broader understanding of the world as lifelong learners.</i>
<b><i>Think</i></b>	<i>Students will think analytically and creatively to explore ideas, make connections, draw conclusions, and solve problems.</i>
<b><i>Communicate</i></b>	<i>Students will exchange ideas and information with clarity and originality in multiple contexts.</i>
<b><i>Integrate</i></b>	<i>Students will demonstrate proficiency in the use of technologies in the broadest sense related to their field of study.</i>
<b><i>Act</i></b>	<i>Students will act purposefully, reflectively, and respectfully in diverse and complex environments.</i>

**GENERAL LEARNING OBJECTIVES**

**Students will learn to:**

1. Access and analyze information to become a critical consumer of technical documents.
2. Recognize styles, formats, and issues of professional technical communication.
3. Use various strategies and technologies to produce effective documents and presentations that match the stated purpose and audience.
4. Work collaboratively to create effective technical documents and presentations.

## **SPECIFIC LEARNING OUTCOMES**

**Upon successful completion of the course, the student will be able to:**

1. Access and analyze information to become a critical consumer of technical documents, demonstrated by the ability to:
  - Conduct research using of a variety of primary and secondary sources, both hard copy and electronic versions, with sufficient attention to depth and breadth.
  - Read critically to assess the validity and reliability of print and online sources.
  - Accurately summarize and paraphrase primary and secondary sources.
  - Develop computer skills necessary for database and online research and reporting.
  
2. Recognize styles, formats, and issues of professional technical communication, demonstrated by the ability to:
  - Identify and critique technical communication in his/her field.
  - Identify and analyze the situational appropriateness of technical communication.
  - Critique documents according to standard principles of document design and writing style.
  - Evaluate communication-related ethical issues in the workplace.
  
3. Use various strategies and technologies to produce effective documents and presentations that match the stated purpose and audience, as demonstrated by the ability to:
  - Produce some or all of the following documents, a selection of which are submitted in a final portfolio: summaries, memos, letters, resumes, process and/or product descriptions, instructions, manuals, reports, and proposals.
  - Design documents according to standard technical communication principles.
  - Apply all steps of the writing process, from brainstorming, gathering information, and planning, to organizing, drafting, revising, editing, and proofreading.
  - Compose grammatically correct sentences.
  - Write in a concise, clear writing style.
  - Prepare an audience analysis.
  - Determine the underlying purpose for each document.
  - Synthesize information from a variety of sources to create a longer document.
  - Apply standard APA/MLA style to cite and document sources.
  - Consider and articulate the ethical issues related to technical communication.
  - Prepare and deliver oral communications and visually-enhanced presentations.

4. Work collaboratively to create effective technical documents and presentations, demonstrated by the ability to:
  - Work with peers to complete the steps of the writing process, from brainstorming to editing.
  - Participate actively in classroom discussion groups.
  - Develop professional teamwork skills by dividing a project into individual tasks and reporting back to the group or class.
  - Present group activities orally, with or without visual aids.

Rev. 10/1/04

**The current semester's syllabus is on file in the dean's office.**