JEFFERSON COLLEGE

COURSE SYLLABUS

CIS145

WRITING FOR TECHNOLOGY

3 Credit Hours

Revised by:
David McNair
August 22, 2012

Mary Beth Ottinger, Ph.D., Division Chair, Business & Technical Education
Dena McCaffrey, Ed.D., Interim Dean, Career & Technical Education

CIS145 Writing for Technology

I.   CATALOGUE DESCRIPTION

   A.   Pre-requisite: ENG101 English Composition I and Reading Proficiency
           Co-requisite: CIS133 Microcomputer Software Applications and CIS135
           Introduction to Photoshop

   B.   3 Credit Hours

   C.   Writing for Technology builds skills used to write and communicate technical
           topics through writing instruction, the explanation of the development of business
           practices and systems, and other information systems development. The specific
           skills include researching, editing, documentation, organizing, application
           software skills, business problem solving, and oral presentation of topics.
           Students are instructed to express ideas on many levels that are clear to the
           intended audience. (S)

II.   EXPECTED LEARNING OUTCOMES/CORRESPONDING ASSESSMENT
        MEASURES

Demonstrate effective technical writing abilities in design and structure	Project Writing Assignments Tests
Develop application skills using application software, graphic, and animation design tools to complement writing and design	Presentation Class Participation Tests Project Writing
Analyze common business problems to effectively write and explain concepts	Presentation Class Participation Tests Projects
Understand and write for the concept of a directed intended audience. Demonstrate the ability to "translate" technical information to non-specialists	Presentation Class Participation Tests Projects
Investigate and examine various educational tools such as on-line instruction, Flash, DVD instruction, and software tutorials to explore instruction and technical writing methods and applications	Class Participation Tests Projects
Write projects to demonstrate desired writing skills	Tests Projects

III.   OUTLINE OF TOPICS

    A.   Introduction – Case Study Scenarios
        1.   Define business problems
        2.   Understand report layout considerations
        3.   Define and understand an intended audience
        4.   Understand the concept of writing technical instruction

    B.   Usability Guidelines
        1.   Define techniques for business writing
        2.   Introduction to software usability
        3.   Introduction to reports, templates, and general formatting

    C.   Researching Source Material
        1.   Using the web as a resources
        2.   Interviewing and documentation
        3.   Developing validity checking

    D.   Revising, Rewriting, and Editing
        1.   Understand general template procedures
        2.   How to use troubleshooting writing construction
        3.   Understand writing rewriting methodologies
        4.   Understanding audience needs

    E.   Writing for the Intended Audience
        1.   Techniques for research audience
        2.   Techniques using guidelines construction
        3.   Develop best possible layout and outline
        4.   Troubleshooting writing style for the audience

    F.   Organizing Layout and Drafting Documents
        1.   Overview planning of project planning and design
        2.   Planning the structure
        3.   Investigate software considerations

    G.   Writing Technical Instruction
        1.   Develop student lead project-design
        2.   Written report on planning construction and recommendations
        3.   Methods for format decision

H. Business Problem Case Scenario
1. Student lead project-design
2. Develop a written report on planning construction and recommendations
3. Understand portfolio creation

I. Presentation – Plan and analyze business problem to present to class

IV. METHOD(S) OF INSTRUCTION

A. Writing Examples for Class Discussion

B. Video Demonstrations

C. Lectures

D. Case Study Examples

E. Interactive Group Projects

V. REQUIRED TEXTBOOK(S)

Technical Writing for the 21st Century, Dobrin, (Current Edition)

VI. REQUIRED MATERIALS

USB Storage Device (Flash Drive)

VII. SUPPLEMENTAL REFERENCES

Library Resources: present offerings and anticipated texts, journals, video/audio tapes, software, etc. (Current library holdings are sufficient to support this proposal.)

VIII. METHOD OF EVALUATION

A. Class Participation   20%   Students will have opportunities to question, present ideas and concepts,   respond to questions from other   students and instructor

B. Project Assignments   40%   Students will be assessed on individual presentation and writing projects

C. Tests   30%   Two writing tests will measure student performance

D. Student Presentation   10%   One student presentation project

IX.   ADA AA STATEMENT

Any student requiring special accommodations should inform the instructor and the Coordinator of Disability Support Services (Technology Center 101; phone 636-481-3169).

X.   ACADEMIC HONESTY STATEMENT

All students are responsible for complying with campus policies as stated in the Student Handbook (see College Website http://www.jeffco.edu).

XI.   ATTENDANCE STATEMENT

Regular and punctual attendance is expected of all students. Any one of these four options may result in the student being removed from the class and an administrative withdrawal being processed: (1) Student fails to begin class; (2) Student ceases participation for at least two consecutive weeks; (3) Student misses 15 percent or more of the coursework; and/or (4) Student misses 15 percent or more of the course as defined by the instructor. Students earn their financial aid by regularly attending and actively participating in their coursework. If a student does not actively participate, he/she may have to return financial aid funds. Consult the College Catalog or a Student Financial Services representative for more details.

XII.   OUTSIDE OF CLASS ACADEMICALLY RELATED ACTIVITIES

The U.S. Department of Education mandates that students be made aware of expectations regarding coursework to be completed outside the classroom. Students are expected to spend substantial time outside of class meetings engaging in academically related activities such as reading, studying, and completing assignments. Specifically, time spent on academically related activities outside of class combined with time spent in class meetings is expected to be a minimum of 37.5 hours over the duration of the term for each credit hour.