



Technical Communication

Course Description:

Technical communication skills are required in service, technical, and business environments. Students develop researching, planning, designing, and writing skills to prepare documents. Individually and collaboratively, students learn and apply information structures to produce documents such as descriptions, instructions, and manuals.

Learning Outcomes:

Upon successful completion of this course, the student will have reliably demonstrated the ability to:

- Incorporate research into writing.
- Produce writing projects individually and collaboratively.
- Integrate information to meet the needs of specified audiences.
- Design documents to specified format and layout criteria.
- Evaluate products for organization, design, and style.

Course outline

- Information structures such as description, process, and definition
- Project planning
- Audience and task analysis
- Brand and voice
- Elements of technical communication (organization, design, and layout, style, editing, and mechanics)
- Publishing

