

W. 95

GRANDE PRAIRIE REGIONAL COLLEGE
Department of Computer Systems Technology
Course Outline

CT 1250 - TECHNICAL WRITING 3(4-1)

INSTRUCTOR: Judy Johnstone

OFFICE: C202

PHONE: 539-2966 (Office)
539-6613 (Residence)

MATERIALS REQUIRED: Texts: Technically-Write, Fourth Canadian Edition, Ron S Blicq, Prentice-Hall Canada Inc., 1992.

Handbook of Technical Writing, Fourth Edition, Brusaw, Alred, Oliu, 1993.

Writing Fitness: Practical Exercises for Better Business Writing, Jack Swenson, Crisp Publications, Inc., 1988.

A Good Dictionary.

PREREQUISITE: English 30 or 33 or equivalent.

COURSE DESCRIPTION: Technical Writing involves the fundamentals of practical writing skills useful to technical professionals. Basic forms of communication such as instructions, description of a mechanism, and technical reports such as proposals, progress reports, final reports are discussed and reinforced through student reading and writing. Oral presentations, team work, and interviewing are included in the course. Employment correspondence will be briefly covered.

- COURSE OBJECTIVES:**
1. Be able to communicate effectively by:
 - a. using proper grammar, punctuation and spelling
 - b. using effective sentence structures to convey meaning
 - c. organizing ideas into effective sentences, paragraphs, and reports

- d. identifying and writing different forms of communication (instructions, cause-effect description of a mechanism, definition, etc.)
- e. identifying and using appropriately various types and functions of graphics
- f. adjusting writing style to differing audiences
- g. presenting factual information clearly and concisely
- h. preparing various reports to a specific audience for a specific purpose

EVALUATION: Tests/Quizzes
Written Assignments T.B.A.
Oral Reports
Grammar Lab

ATTENDANCE POLICY:

- 1. Attendance is mandatory.
- 2. Assignments will be due on or before the dates given.

Assignment Worth

1 class late	50%
2 classes late	2%
3 classes late	0%

All assignments must be handed in to receive credit for the course.