

Grande Prairie Regional College
Computer Systems Technology
Course Outline

CT 1250 - Technical Writing 3

Instructor: Karen Pike Office: C310 Phone: 539-2088

Prerequisite: English 30 or equivalent.

Texts: Blicq, Ron S. Technically-Write! 4th ed.
Scarborough: Prentice-Hall, 1992.

Norton, Sarah, and Brian Green. The Bare Essentials:
Form B. 3rd ed. Toronto: HBJ, 1993.

Hacker, Diana. A Canadian Writer's Reference.
Scarborough: Nelson Canada, 1991.

A good dictionary.

Course Description:

Technical Writing covers the basics of effective written communication for technical professionals. In addition to correct grammar and punctuation, students will learn to write clear instructions, descriptions, and memorandums. Also, Technical Writing includes the composition of proposals, informal reports and formal reports. Employment correspondence, such as resumes and cover letters, will also be briefly covered. Class discussions will be reinforced by student reading and writing of sample proposals, reports, and other technical communication.

Course Objectives:

Students will develop their abilities in the following areas:

1. The correct use of grammar, punctuation, and spelling.
2. The use of effective sentence structure.
3. The development of clear and well-organized sentences, paragraphs, and documents.
4. The clear and concise presentation of information.
5. The preparation of a variety of reports intended for a specific audience for a specific purpose.

Evaluation and Attendance:

Final grades will be based on the following:

Tests/Quizzes (5% each)	30%
Written Assignments (15% each)	45%
Grammar Assignments	20%
Oral Report	5%

Assignments are due on the dates given. Late assignments will be penalized at the rate of one stanine per class late.

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

Attendance is mandatory.