Technical Writing (ENG103)

Course Syllabus—

English Language and Translation Department

College of Science and Theoretical Studies

Saudi Electronic University

A: General Information

1. Course Title  Technical Writing

2. Course Code  ENG103

3. Semester/Year  3rd semester, 4th semester/Second year

4. Course credit  3 Hours

Course level

- Level3-BS. Data. Sci.: AI
- Level4-BS. Info. Tech.: CyberSecurity
- Level3-BS. Comp. Sci.: App Developmen
- Level4-Bachelor of Info. Technology
- Level3-Bachelor of Info. Technology
- Level3-Bachelor of Computer Science

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Course aim and objectives:

1. Develop a sense of how purposes, audiences, situations, technologies, and methods affect writers' and users' perceptions of written documents.

2. Implement and demonstrate theories of document design (e.g., format, layout, graphics) in course projects.

3. Understand the recursive nature of writing process in terms of researching, drafting, reviewing/testing, editing, and revising.

4. Develop strategies for written and/or oral communication with peers, instructors, users, and/or clients that foster mutual respect and responsibility, including peer review and usability testing.

5. Implement and evaluate a range of research methods and information resources to develop and produce ethically responsible professional documents.

6. Create effective arguments in professional documents using discursive and visual information.

7. Use and adapt various technologies, including MS Word, to produce attractive, persuasive, professional documents.

Learning Outcomes:

1. Identify the elements that affect writers' and users' perception of technical documents to non-specialized audience.

2. Implement strategies of effective primary data gathering from valid information source (e.g. websites, books, scientific journals)

3. Apply the stages of the writing process (prewriting / writing / rewriting) in technical and workplace writing tasks.

4. Use strategies for written and/or oral communication that foster mutual respect and responsibility.

5. Develop effective arguments in professional documents using discursive and visual Information.

6. Produce effective documents related to writing in the workplace (e.g. emails, letters, reports) using various technologies.

Prerequisites: No prerequisites.
# Timetable for sessions

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Chapters</th>
<th>Students Commitments</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Week 0</td>
<td>ORIENTATION WEEK</td>
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</table>
| 2.   | Week 1 | Appendix B: A Brief Handbook*  
Chapter 1. | |
| 3.   | Week 2 | Appendix A: Documenting sources*  
Chapter 3: The Research Process in Technical Communication | |
| 4.   | Week 3 | Chapter 4: Providing Audiences with Usable Information  
Chapter 5: Recognizing Ethical Issues in Technical Communication | Quiz 1 |
| 5.   | Week 4 | Chapter 7: Writing with a Readable Style | |
| 6.   | Week 5 | Chapter 11: Memos and Letters. | Assignment 1 |
| 7.   | Week 6 | Chapter 12: Definitions.  
Chapter 14: Instructions and Procedures. | |
| 8.   | Week 7 | Revision | |
| 9.   | Week 8 | MIDTERM EXAMS | |
| 10.  | Week 9 | Chapter 8: Using Audience-Centered Visuals  
Chapter 9: Designing User Friendly Documents. | |
| 11.  | Week 10 | Chapter 15: Summaries | |
### 12. Week 11
Chapter 10: Résumés and Other Employment Materials.
- In class activity

### 13. Week 12
Chapter 20: Blogs, Wikis, and Social Networks.
Chapter 21: Web Pages and Online Videos
- Quiz 2

### 14. Week 13
Chapter 22: Oral Presentations.
Chapter 16: Informal Reports.

### 15. Week 14
Chapter 18: Proposals.

### 16. Week 15

**Study week – can be used for review**

### 17. Week 16

### 18. Week 17

### 19. Week 18

**FINAL EXAMS**

### D: Course Resources

**Textbook:**

### E: Assessment

- **Assessment Overview**

<table>
<thead>
<tr>
<th>Assessment Type</th>
<th>Due Date of Assignments</th>
<th>Weight</th>
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</thead>
<tbody>
<tr>
<td>Quiz 1</td>
<td>Week 3</td>
<td>8</td>
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<tr>
<td>Assignment</td>
<td>Week</td>
<td>Points</td>
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<td>------------</td>
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<tr>
<td>Assignment 1</td>
<td>5</td>
<td>8</td>
</tr>
<tr>
<td>In class activity</td>
<td>11</td>
<td>8</td>
</tr>
<tr>
<td>Quiz 2</td>
<td>12</td>
<td>8</td>
</tr>
<tr>
<td>Presentation</td>
<td>14</td>
<td>8</td>
</tr>
<tr>
<td>Midterm</td>
<td>8</td>
<td>20</td>
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<tr>
<td>Final Exam</td>
<td>Weeks 16 and 17</td>
<td>40</td>
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<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>100 points</strong></td>
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**F: Additional Requirements**

- The student must follow attendance policy that given by the university.
- The student is responsible to read all announcements that are regularly posted by the instructor.
- Any student having difficulty understanding this handout should contact the instructor for clarifications.
- For all enquiries, students should contact the instructor.