

- C. This course will transfer to academic degree programs at four-year institutions. This course does **not** typically transfer as a specific General Education course or a specific program requirement. This course is similar to the Technical writing courses offered at the following institutions: Rutgers University, William Paterson University and Rowan University.

IV. Place of Course in College Curriculum

- A. Free Elective
- B. This course does not serve as a General Education course.
- C. This course meets a program requirement for the A.S Biotechnology Program.
- D. To see course transferability: a) for New Jersey schools, go to the NJ Transfer website, www.njtransfer.org; b) for all other colleges and universities, go to the individual websites.

V. Outline of Course Content

- A. Introduction
- B. Correspondence
 - 1. Drafting letters
 - 2. Memos
 - 3. E-mails
- C. Visual elements
 - 1. Graphics
 - 2. Charts
 - 3. Graphs
- D. Graphic design
 - 1. Layout of pages
 - 2. Web screens
- E. Technical writing
 - 1. Reports
 - 2. Empirical research report
 - 3. Feasibility report
 - 4. Progress report
 - 5. SOPs

VI. Educational Goals and Learning Outcomes

A. General Education Learning Outcomes:

At the completion of the course, students will be able to:

- 1. Demonstrate effective technical writing skills in a varied forms such as producing reports, forms and memos (GE-NJ 1)
- 2. Use a variety of resources to research and produce a scientific report (GE-NJ 1,3 IL)
- 3. Work on a group project and present their findings (GE-NJ 1)

4. Use quantitative reasoning, including interpretation of data to produce written reports (GE-NJ 1,3)

B. Course Learning Outcomes:

See above

VII. Modes of Teaching and Learning

Given the goals and outcomes described above, the primary formats, modes, and methods for teaching and learning that may be used in the course are:

- A. lecture/discussion
- B. small-group work
- C. guest speakers
- D. student oral presentations
- E. student collaboration

VIII. Papers, Examinations, and other Assessment Instruments

Given the outcomes described above, the following assessment methods may be used:

- A. technical reports
- B. journals
- C. exams
- D. quizzes

IX. Grade Determinants

The following may be used to determine the final grade:

- A. report projects
- B. exams
- C. presentations

X. Texts and Materials

The following types of course materials may be used:

- A. suggested textbook: Technical Communication by Paul V. Anderson
Cengage Learning, 7th edition (2011)
ISBN-10: 1428263934
ISBN-13: 9781428263932
- B. journals
- C. film and video
- D. web resources

(Please Note: The course outline is intended only as a guide to course content and resources. Do not purchase textbooks based on this outline. The RVCC Bookstore is the sole resource for the most up-to-date information about textbooks.)

XI. Resources

The library has the resources necessary for the students to t the assignment necessary for this course.