Technical Writing ACE

8 Modules + 1 Final Exam Module / Credit-by-Course / 3 Credits

Course Description:

This course provides a comprehensive overview of core concepts in Technical Writing. While it approaches technical writing from engineering and science disciplines, the course is a helpful introduction to technical writing for any intended degree. Emphasis is placed on theory and practice of technical writing in the following areas: Introductory information, ethical considerations, note-taking, technical definition, description of a mechanism, description of a process, instructions and manuals, proposals, progress reports, feasibility and recommendation reports, laboratory and project reports, research reports, A3 reports, abstracts and summaries, style and mechanics, documentation, visuals, presentations, business communication, communications with future employers (aka, getting a job), and team writing.

Course Objectives:

After completing this course, you will be able to:

• Recognize the importance and purpose of technical writing.

• Identify an appropriate audience for specific technical writing pieces.

• Apply usability and accessibility principles when creating technical documents to ensure they are user-friendly and compatible with accessibility standards.

• Demonstrate research techniques for gathering, evaluating, and synthesizing information from credible sources. Display proper notetaking and documentation in technical writing, and follow style guides (e.g., APA).

• Recognize and apply ethical considerations in technical writing, covering issues such as plagiarism, intellectual property, and data integrity.

• Assess and analyze technical writing for style and content, including the comparison of various informational pieces.

• Distinguish and display the writing process in instructions, manuals, proposals, reports, abstracts, and summaries, including skills in organizing and authoring information logically and structuring technical documents, such as headings, lists, and other formatting designs.

• Write clear/concise technical documents that are free from unnecessary jargon and ambiguity, including using proofreading/editing, feedback/ revising techniques to eliminate errors and improve quality. Demonstrate proper grammar, punctuation, and style conventions.

• Identify how to effectively work to collaborate on technical writing projects, including team communication, presentations, and project management.

• Recognize and apply concepts related to visuals (diagrams, charts, graphs), multimedia presentations, business communication, oral communication, and communication with future employers.

E-Book:

Title:Technical Writing for Engineers & Scientists, Edition: 4, Author:Leo Finkelstein

Open Educational Resources (OER's)

If you are struggling with a term or concept, you can utilize the links below to search for the concept or term to find additional resources and explanations.

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Technical Writing Open Source Textbook

Google Technical Writing One

Google Technical Writing Two

Closed Captioning

Lecture videos and extra resource videos have automatic closed captioning. These captions are generated by computer algorithms. To utilize closed captioning, you can click on the CC button at the bottom of a video.

Accommodating Student Disabilities

Gateway Education is committed to the belief that every individual should have an equal opportunity in education. Gateway Education seeks to assure access by providing accommodations to individuals with a disability as defined under the Americans with Disabilities Act of 1990 (ADA) and the ADA Amendments Act of 2008 (ADAAA). Accommodation includes, but is not limited to: aids or modification to courses, materials, or testing; and other services that allow better access by individuals with disabilities.

Individuals requesting accommodation should submit a request in writing or in an alternative format appropriate for their limitations. The request should include documentation of the disability, including information with recommendations of appropriate accommodation. Once eligibility has been established, accommodations must be requested on a course-by-course basis.

Requests can sent to the student services department atsupport@gatewayeducation.com