

College of Micronesia-FSM
P.O. Box 159
Kolonia, Pohnpei FM 96941
Course Outline Cover Page

TECHNICAL COMMUNICATION

Course Title

EN 123

Department and Number

Course Description:


This course presents clear simplified explanations of the practical of writing in vocational/technical fields. This presents to the student the types of writing skills needed for a career in technology. In Addition the student will be shown how to prepare and deliver presentations, speeches and conduct Interviews.

Course Prepared by: Languages & Literature State: Pohnpei National Campus

	Hours per Week	No. of Week	Total Hours	Semester Credits
Lecture	<u>3</u> x	<u>16</u>	= <u>48/16</u>	= <u>3</u>
Laboratory	<u> </u> x	<u> </u>	= <u> </u>	= <u> </u>
Workshop	<u> </u> x	<u> </u>	= <u> </u>	= <u> </u>
Total Semester Credits				<u>3</u>

Purpose of Course: Advanced Certificate

Prerequisite Course(s): **ESL 489 Reading V/ESL 099 Writing V**



Signature, Chairperson, Curriculum Committee

4/2/04

Date

Signature, President, COM-FSM



Date

I. GENERAL OUTCOMES

Students will be able to:

1. Summarize problems and solutions
2. Create reports and graphs from raw data; business correspondence
3. Report orally and in writing on worksite conditions and problems
4. Describe worksite conditions and situations orally and in writing
5. Respond orally and in writing to basic workplaces instructions
6. Interpret graphs, tables, and schematics, drawing conclusions and making inferences based on those models.
7. Explain thoughts and ideas clearly and concisely to others in the oral and written form.
8. Plan & Organize steps in a multi-step processes.

II. SPECIFIC *OUTCOMES*

Students will be able to:

- 1.1 Summarize work site problems and solutions orally and in writing.
- 2.1 Create a business letter requesting information.
- 2.2 Create a written resume.
- 2.3 Create a cover letter.
- 3.1 Present oral reports on given working situations.
- 3.2 Create written reports on given working situations.
- 3.3 Make a final report combining oral, written, and graphic aides.
- 3.4 Make a final report combining oral, written, and graphic aides.
- 4.1 Describe 10 different work-site conditions or situations.
- 4.2 Describe the similarities and differences of multiple work site conditions.

- 5.1 Respond appropriately orally and in writing to verbal and written instructions.
- 6.1 Create and Interpret a report from information provided in graph form.
- 6.2 Create and Interpret a graph from a series of random data.
- 7.1 Explain thoughts and ideas clearly and concisely to other in the oral and written form via business correspondence.
- 8.1 Plan and conduct a job search

III. COURSE CONTENT

I. FOUNDATIONS

- 1. Audience
- 2. Language and Style
- 3. Organization

II. WRITING ELEMENTS

- 1. Technical Definitions
- 2. Technical Descriptions
- 3. Summaries
- 4. Graphics
- 4. Instructions
- 5. Comparison and Contrast

III. FORMS OF TECHNICAL COMMUNICATIONS

- 1. Reports
- 2. In-House communication
- 3. Business Letters
- 4. Presentations
- 6. The Job Search

IV. GRAMMAR UNITS

V. MECHANICS UNITS

- Appendix 1: Common Symbols and Abbreviations.
- Appendix 2: Tips for Word Processing.
- Appendix 3: Sample Reports
- Appendix 4. Spelling and Misused Words.
- Appendix 5. Irregular Words.
- Appendix 6. Job Application.

IV. ASSESSMENT

Assessment will be via quizzes, tests, midterm examinations and a final examination or project. All general outcomes will appear on the final examination, assignment and oral written assessment.

V. TEXTBOOKS

Basic Communication Skills for Technology, 2/e; by Andrea J. Rutherford
copyright 2001 ISBN: 0-13-087822-7

VI. INSTRUCTIONAL COSTS

None anticipated at this time

VII. METHODS OF INSTRUCTION

This course will be taught by lecture, class discussion, individual and group project.

VIII. EVALUATION

Homework, tests, quizzes, a midterm, and a final exam will be given. A standard 90%=A, 80%=B, 70%=C, 60%=D Below 60%=F grading scale recommended pending the outcome of further discussion on the overall meaning of grading in student learning outcome centered environment.

VIII. CREDIT BY EXAMINATION

None

IX. ATTENDANCY POLICY

As per the current college catalog

X. ACADEMIC HONESTY POLICY

The COM-FSM academic honesty policy applies to the course.