جامعة الشرقية
A' SHARQIYAH UNIVERSITY

Proposed Academic Year	2021/ 2022	**Last Reviewed Academic Year**	2020/2021
Course Code	INTE 310	**Course Title**	Technical writing
Credit hours	3	**Level of study**	Undergraduate
College / Centre	COBA	**Department**	MIFS
Co-requisites	None	**Pre-requisites**	INTE305

1.   COURSE OUTLINE

[This course will build student's capacity to be able to produce technical documents for information systems projects. In particular, producing user/business need analysis document, software need documents, manuals and procedures other technical documents.

2.   AIMS

[This course aims to equip students with the necessary knowledge of technical writing process to produce any requested technical documentation, in particular with Information Technology domain. Students will be able to plan, structure, write, review and publish the final document in a way that services technical project needs.

3.   LEARNING OUTCOMES, TEACHING, LEARNING ,ASSESSMENT METHODS , and Graduate Attributes Mapping

Learning Outcomes *(Definitive)* Upon successful completion of this course, students will be able to:	Teaching and Learning methods *(Indicative)*	Assessment *(Indicative)*	Graduate Attributes Mapping
1 Convey information from technical to non-technical person	Lectures, projects and labs	In-class tests, quizzes, tasks analysis	Knowledge of a discipline. Global insight.
2 Assess the validity of information sources	Lectures, projects and labs	In-class tests, quizzes, tasks analysis	Knowledge of a discipline. Global insight.
3 Identify appropriate mechanisms to produce visual designs to enhance documents readability	Lectures, projects and labs	In-class tests, quizzes, projects & prototypes	Knowledge of a discipline. Global insight. Adaptability to changing environments.
4 Evaluate and assess effectiveness of produced documents that respond to business needs	Lectures, projects and labs	In-class tests, quizzes, projects & prototypes	Knowledge of a discipline. Global insight. Commitment to national development and Omani ethical values.

4.   ASSESSMENT WEIGHTING

Assessment	Percentage of final mark (%)
First exam	30%
Course work / project	30%
Final exam	30%
Participation	10%

TOTAL	100%

5. ACHIEVING A PASS

Students will achieve 3 credit hours for this course by achieving a minimum overall score of 50%
*NB *Ensure that ALL learning outcomes are taken into account*

6. COURSE CONTENT (Indicative)

LECTURE TOPIC	TIME (HOURS)
Overview of Technical writing	6
Minutes and memo taking	6
Professional correspondence	3
Professional writing ethics	3
Understanding clients/business needs	3
Writing process from ideas to first draft	6
Incorporating technical information	6
Reports design	3
Visual reports	3
Document Presentations	6
TOTAL HOURS	**45**
Plus **RECOMMENDED INDEPENDENT STUDY HOURS**	
TOTAL COURSE HOURS	**60**

7. RECOMMENDED READING

Core text/s:

Kieran Morgan et al. (2015) Technical Writing Process: The simple, five-step guide that anyone can use to create technical documents such as user guides, manuals, and procedures. Technical Writing Process
ISBN-13: 978-0994169310

Gerald J. Alred et al. (2011) Handbook of Technical Writing. St. Martin's Press
ISBN-13: 978-1250004413

Library + online resources:
ASU library, ASU online resources (ProQuest and e-library) and
Sultan Qaboos University Library