T-104
2022

Course Specification
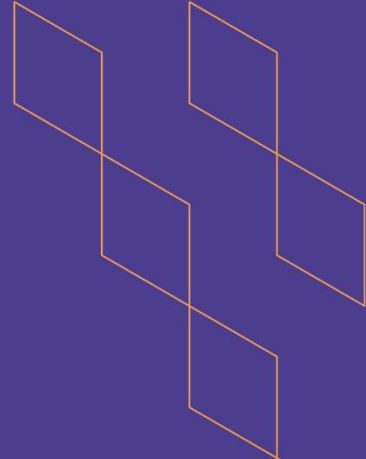
Course Title: **Technical Writing**

Course Code: **IT1255**

Program: **Bachelor of Information Technology**

Department: **Information Technology**

College: **Faculty of Computer Science and IT**

Institution: **AlBaha University**

Version: **V2022**

Last Revision Date: **29 March 2023**

Table of Contents:

A. General information about the course:

Course Identification				
1. Credit hours: 2				
2. Course type				
a. University ☐	College ☒	Department ☐	Track ☐	Others ☐
b. Required ☒	Elective ☐			

3. Level/year at which this course is offered: 5th

4. Course general Description
This course is designed to equip bachelor degree students with the necessary skills to communicate effectively in technical writing. Students will learn the principles and techniques of technical writing, which includes writing reports, memos, manuals, and other technical documents.

5. Pre-requirements for this course (if any):
None, but a basic proficiency in English writing is recommended.

6. Co- requirements for this course (if any):

7. Course Main Objective(s)
1. Analyze the needs and expectations of their audience and tailor their writing accordingly.
2. Write technical documents that are clear, concise, and accurate.
3. Use a variety of formatting and visual aids to enhance the effectiveness of their documents.
4. Conduct research, analyze data, and synthesize information in a way that is useful to the intended audience.
5. Understand the importance of ethics and professionalism in technical writing.
6. Collaborate with others to produce high-quality technical documents.
7. Write documents that comply with industry standards and regulations.
8. Edit and revise their own and others' writing for clarity, accuracy, and effectiveness.
9. Develop a portfolio of technical writing samples that demonstrate their skills and knowledge.
10. Apply technical writing principles to real-world situations and contexts.

1. Teaching mode (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1.	Traditional classroom	22	100%
2.	E-learning		

No	Mode of Instruction	Contact Hours	Percentage
3.	Hybrid • Traditional classroom • E-learning		
4.	Distance learning		

2. Contact Hours (based on the academic semester)

No	Activity	Contact Hours
1.	Lectures	22
2.	Laboratory/Studio	
3.	Field	
4.	Tutorial	
5.	Others (specify)	
	Total	33

B. Course Learning Outcomes (CLOs), Teaching Strategies and Assessment Methods

Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
1.0	Knowledge and understanding			
1.1	Understand the principles and techniques of technical writing, including audience analysis, purpose and scope, organization, formatting, and research.	K1	• Lectures • Assignments • Exercises	• Quizzes • Midterm Exams • Final Exam
1.2	Identify and analyze different types of technical documents, including reports, proposals, manuals, and instructions.	K2	• Lectures • Assignments • Exercises	• Quizzes • Midterm Exams • Final Exam
1.3	Understand the importance of grammar, punctuation, and style in technical writing.	K2	• Lectures • Assignments • Exercises	• Quizzes • Midterm Exams • Final Exam
2.0	Skills			
2.1	Write clear, concise, and effective technical documents for a variety of audiences and purposes.	S1	• Lectures • Assignments • Lab Exercises	• Quizzes • Midterm Exams • Final Exam
2.2	Use visual aids, formatting, and other tools to enhance the clarity and impact of technical documents.	S2	• Lectures • Assignments • Lab Exercises	• Quizzes • Midterm Exams • Final Exam
2.3	Conduct research and analyze data to produce technical documents that are informative and useful to the intended audience.	S3	• Lectures • Assignments	• Quizzes • Midterm Exams • Final Exam
3.0	Values, autonomy, and responsibility			
3.1	Understand the importance of ethical and professional conduct in technical writing, including attribution,	V1	• Assignments • Oral Presentations	• Reports • Presentations • Class Discussions

Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
	plagiarism, and confidentiality.			
3.2	Demonstrate autonomy and independence in their writing, while also seeking feedback and guidance when necessary.	V2		
...				

C. Course Content

No	List of Topics	Contact Hours
1.	Introduction to Technical Writing	4
2.	Audience Analysis and Writing for the Reader	2
3.	Purpose and Scope of Technical Documents	2
4.	Organization and Structure of Technical Documents	2
5.	Style and Tone in Technical Writing	2
6.	Writing Conventions and Grammar	2
7.	Visual Aids and Formatting in Technical Writing	2
8.	Research Methods and Data Analysis	2
9.	Collaboration and Reviewing Technical Documents	2
10.	Ethics and Professionalism in Technical Writing	2
Total		22

D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	Homework and class discussion	Weekly	10%
2.	Midterm	5th week	20%
3.	Quiz	9th Week	20%
4.	Final Exam	11th Week	40%
...	Total		100%

*Assessment Activities (i.e., Written test, oral test, oral presentation, group project, essay, etc.)

E. Learning Resources and Facilities

1. References and Learning Resources

Essential References	Technical Writing: Process And Product 5th Edition, by Sharon J. Gerson, Steven M. Gerson, ISBN-10 : 0131196642, Pearson
Supportive References	The Chicago Manual of Style, 17th Edition, ISBN-10 : 9780226287058, University of Chicago Press
Electronic Materials	• Purdue Online Writing Lab (OWL): https://owl.purdue.edu/ IEEE Author Center https://ieeeauthorcenter.ieee.org/
Other Learning Materials	None

2. Required Facilities and equipment

Items	Resources
facilities (Classrooms, laboratories, exhibition rooms, simulation rooms, etc.)	• A classroom or lecture hall with whiteboard for 25 students.
Technology equipment (projector, smart board, software)	
Other equipment (depending on the nature of the specialty)	

F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of teaching	• Students • Peer Reviewer • Program Leaders	• Survey (indirect) • Peer review (direct) • Class visit (direct)
Effectiveness of students assessment	• Students • Exam Evaluation Committee • Course Coordinator	• Survey (indirect) • Exam Review (direct) review of course file (direct)
Quality of learning resources	• Faculty • Students	Survey (indirect)
The extent to which CLOs have been achieved	• Faculty	• Exams (direct)

Assessment Areas/Issues	Assessor	Assessment Methods
	• Program Leaders or Course Coordinator	• Exit Exams (direct)
Other		

Assessor (Students, Faculty, Program Leaders, Peer Reviewer, Others (specify)
Assessment Methods (Direct, Indirect)

G. Specification Approval Data

COUNCIL /COMMITTEE	
REFERENCE NO.	
DATE	29/01/2023