Course Syllabus

Course Code	Course Title	ECTS Credits
BADM-332	Technical Writing and Research	6
Prerequisites	**Department**	**Semester**
ENGL-101	Centre of Modern Languages	Fall/Spring/Summer
Type of Course	**Field**	**Language of Instruction**
Required	Language expression	English
Level of Course	**Lecturer(s)**	**Year of Study**
1st Cycle	Dr Katarzyna Alexander	1st-4th
Mode of Delivery	**Work Placement**	**Corequisites**
Face-to-face	N/A	None

Course Objectives:

The main objectives of the course are to:

- provide students who are preparing for a career in business, social and applied sciences, engineering, and other technically and empirically oriented professions with knowledge for applying written communication skills at the workplace
- make students aware of the principles and mechanics of formal and informal technical writing
- thoroughly discuss the various types of technical writing (e.g. resume, business letters with focus on job application letters, memos and reports)
- discuss the methods of primary research data collection (qualitative and quantitative), the structure of primary research papers and various documentation styles

Learning Outcomes:

After completion of the course students are expected to be able to:

1. create resumes, job application letters and memos
2. distinguish the usefulness and formats of different types of technical writing
3. write clearly, concisely, ethically and in a non-discriminatory way for maximum communication effectiveness
4. solve problems of biased language and wordiness in the form of short exercises
5. distinguish various writing, organizational and editing techniques
6. analyze and critically evaluate written materials composed by others
7. identify the processes of conducting primary research and the writing of primary research papers, including
   a. various quantitative and qualitative methods of data collection

      b. the structure of a primary research paper
      c. various styles of source citation and documentation
      d. ethics in data collection and writing
8. demonstrate increased self-awareness and self-confidence in writing through collaborative interaction with peers and through independent study

Course Content:

1. The Significance of Technical Writing
2. Writing at School Vs Writing at Work
3. Five Steps to Successful Technical Writing
4. How to Create your Resume
5. How to Write Job Application Letters
6. Avoiding Discriminatory Language
7. Conciseness Vs Wordiness
8. Writing Memos
9. Feasibility Reports
10. Progress Reports
11. Research:
    a. Primary Vs Secondary Research
    b. Data collection in primary research (qualitative and quantitative)
    c. The organization of a primary research paper (i.e. abstract, introduction, review of related literature, methodology section, analysis/results/discussion, conclusion, reference section, appendices)
    d. Various documentation styles (e.g. the British Standard/the Harvard systems, the Chicago Manual and the American Psychological Association Style)

Avoiding plagiarism

Learning Activities and Teaching Methods:

Lectures, group work, discussions with class participation, assignments

Assessment Methods:

Assignments, final examination, attendance/class participation

Required Textbooks / Readings:
Online material

Recommended Textbooks / Readings:

Title	Author(s)	Publisher	Year	ISBN
Handbook of Technical Writing	Alred G. J., C.T. Brusaw and W.E. Oliu	St. Martin's Press	2003	0-312-39323-7
Technical Writing Basics	Holloway, B.	Pearson/Prentice Hall	2007	0-13-241255-1
Technical Writing: Process and Product (4th Edition)	Gerson, S. J. and Gerson, S. M.	Prentice Hall	2003	0-13-098174-5