Douglas College

A. Division: Instructional

Effective Date: January 2004

B. Department / Language, Literature and
    Program Area: Performing Arts /
    PRINT FUTURES

Revision [X] New Course [ ]

If Revision, Section(s) F, G, M to R
Revised:
Date of Previous Revision: November 1997
Date of Current Revision: March 2003

C: PRFU 310

D: Writing Technical Man

uals) are planned, written, and produced. Beginning with an analysis of objectives and audience, students will trace the sequence of steps in preparing an effective and professionally produced technical manual, and examine standard writing and formatting conventions using industry-standard software programs.

G:

H: Course Prerequisites:
    Acceptance into program or permission of the coordinator

M: Course Objectives / Learning Outcomes

Students will learn the methodology for preparing technical manuals. They will understand, and know when and how to use, the special writing and formatting conventions of technical manuals. They will learn to use Microsoft Word and Adobe FrameMaker to produce revisable technical manuals.

5. Writing On-line Document /Atta

Successful students will:

a) be introduced to the different types and uses of on-line document /Atn (inftrmatAtn that is meant tt be read from the computer screen), such as help screens and hPagrtext systemsa

6. Proje/TyManagementa

Successful students will:

Q: Means of Assessment

Students are expected to be self-motivated and to demonstrate professionalism, which includes active participation, good attendance, punctuality, effective collaboration, ability to meet deadlines, presentation skills, and accurate self-evaluation.

Evaluation will be based on this general format:

Short assignments (4 to 6)	30%
Interview (e.g., with subject-matter expert and product manager)	10%
Documentation plan	20%
Manual project	30%
Professionalism (as defined)	10%
	100%

R: Prior Learning Assessment and Recognition: specify whether course is open for PLAR

Yes.

Course Designer(s)

Education Council / Curriculum Committee Representative

Dean / Director

Registrar