TCOM 100: Introduction to Technological Communications

CIP Code: 090702

Prepared By: Sean O’Brien
A. **TITLE:** Introduction to Technological Communication

B. **COURSE NUMBER:** TCOM 100

C. **CREDIT HOURS:**

   Credit Hours: 3  
   Lecture Hours per Week: 3  
   Lab Hours per Week: 0  
   Other per Week: 0  

   Course Length (# of Weeks): 15

D. **WRITING INTENSIVE COURSE:** No.

E. **GER CATEGORY:** None

F. **SEMESTER(S) OFFERED:** Fall

G. **COURSE DESCRIPTION:**
This course offers students a first step into the study and practice of Technological Communications, the craft of getting their ideas across in the Digital Era. Students construct information architecture, writing, editing, user experience design, and instructional planning while gaining a working knowledge of a range of tools available to help them create and share their work. Students also start a portfolio of projects designed to explore the boundaries of communication in the 21st century.

H. **PRE-REQUISITES/CO-REQUISITES:**
   a. Pre-requisite(s): none  
   b. Co-requisite(s): none

I. **STUDENT LEARNING OUTCOMES:**
By the end of this course, the student will be able to:
<table>
<thead>
<tr>
<th>Course Student Learning Outcome [SLO]</th>
<th>PSLO</th>
<th>GER</th>
<th>ISLO</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Design a portfolio that will serve as a repository of work for the four-year program.</td>
<td>Critical Thinking</td>
<td></td>
<td>2</td>
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<tr>
<td>b. Compose a range of examples of technological communications</td>
<td>Communications Skills</td>
<td></td>
<td>1</td>
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<tr>
<td>c. Evaluate each other’s writing using workshopping and seminar papers.</td>
<td>Social Responsibility</td>
<td></td>
<td>4</td>
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</tbody>
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<table>
<thead>
<tr>
<th>ISLO #</th>
<th>ISLO &amp; Subsets</th>
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</thead>
</table>
| 1      | Communication Skills
Oral [O], Written [W] |
| 2      | Critical Thinking
Critical Analysis [CA], Inquiry & Analysis [IA], Problem Solving [PS] |
| 3      | Foundational Skills
Information Management [IM], Quantitative Lit./Reasoning [QTR] |
| 4      | Social Responsibility
Ethical Reasoning [ER], Global Learning [GL], Intercultural Knowledge [IK], Teamwork [T] |
| 5      | Industry, Professional, Discipline Specific Knowledge and Skills |

J. **APPLIED LEARNING COMPONENT:** Yes:_____ No ___X___

K. **TEXTS:**
(Representative texts, chosen by instructor)

L. **REFERENCES:**
(Representative references, chosen by instructor)
Burnett, Rebecca. *Teaching Technical Communication: Instructor's Resource*

M.  **EQUIPMENT:** Technology enhanced classroom

N.  **GRADING METHOD:** A-F

O.  **MEASUREMENT CRITERIA/METHODS**
- Class Writings
- Portfolio Projects
- Seminar Paper
- Participation

P.  **DETAILED COURSE OUTLINE:**

I. Introduction
   A. What is Technical Communication?
   B. Projects that inform, persuade, and instruct

III. Technological Communications Software
   A. Content creation
   B. Social
   C. Mobile

IV. Communications Ethics
   A. Plagiarism
   B. Positive communication
   C. Identifying and using accurate information

V. Considering the Audience
   A. Developing understanding
   B. Making connections
   C. Encountering resistance

VI. Research
   A. Methods
   B. Interpretations
   C. The power of summary

VII. Design and Organization
   A. The value of visuals
   B. Maintaining a professional tone
   C. Coherent coordination of the collection
D. Joys and sorrows of editing

VIII. Completing the Portfolio.

Q. **LABORATORY OUTLINE:** None