

MISSION TRAILS REGIONAL OCCUPATIONAL PROGRAM

1. COURSE TITLE: Technical Writing Occupations
2. CBEDS TITLE: Other Diversified Occupations Courses
3. CBEDS NUMBER: 5869
4. JOB TITLES: Columnist/Commentator
Copy Writer
Critic
Editorial Writer
Humorist
News Writer
Reporter
Writer, Technical Publications
Editor, Newspaper
Editor, Publications
Editorial Assistant
Editor, Book
5. COURSE DESCRIPTION: This course provides entry level training at both the beginning and advanced levels in technical writing, reading of technical materials, computer work processing, desktop publishing, photography and computer imaging. The course covers the techniques used in technical writing, professional layout, page design, editing, proofing, quality assurance and final publication as well as educating the students about a variety of jobs that require knowledge of technical writing and reading.
6. HOURS: 1080
7. PREREQUISITES:
8. REVISION DATE: November 2004
9. CDE RECERTIFICATION:

9 COURSE OUTLINE:

a) CONTENT AREA SKILLS

i) EXPECTED STUDENT OUTCOMES

ii) HOURS OF INSTRUCTION

COURSE OUTLINE

CONTENT AREA SKILLS	EXPECTED STUDENT OUTCOMES	HOURS		
		CL	CC	CP
Instruction will include:	Student will be able to:			
1. Orientation	<ol style="list-style-type: none"> 1. Introduction to Course 2. Philosophy and Core Concepts 3. Expectations and Requirements 4. Student and Course Goals 5. Journalism Ethics 	15		
2. Technical Writing Career Opportunities	<ol style="list-style-type: none"> 1. Manual Writing-Directions 2. Software buyer 3. Computer Graphics Designer 4. Software text writer 5. Journalist (Columnist, Critic, Humorist, News Writer, Reporter) 6. Editor 7. Production Printer 	80		
3. Employability Skills	<ol style="list-style-type: none"> 1. Resume, Letters and Application forms 2. Grooming and Dress 3. Interviewing tips 4. Communication Skills 5. Problem Solving 	90		
4. Job Skills	<ol style="list-style-type: none"> 1. Identify Target Audience 2. Survey Audience 3. Collection information through reading of technical materials 4. Understand technical terminology 5. Interview for information collection 6. Write draft with MS Word 7. Pilot draft 8. Rewrite for publication 9. Edit and proof for publication 10. Use AP style sheet 11. Select photographs, diagrams, clip art 12. Plan format and layout 13. Do computer layout with Pagemaker and/or Quark XPress 14. Finalize layout and production design 15. Evaluate final publication 	455		

	16. Use of electronic communication (fax, modem, CD ROM, internet)			
5. Application of Skills in Production	<ol style="list-style-type: none"> 1. Produce School, Business and Community Publications 2. Use word processing and desktop 3. Use communications technology 4. Use scanner and imaging software 5. Use digital printing technology 6. Troubleshoot printing process 7. Meet deadlines 8. Handle stress and conflict during production 9. Use problem solving techniques and critical thinking skills 10. Evaluate publication 11. Self-evaluation 12. Deal with public response to publication 13. Recognize responsibility to community to produce quality work 	440		
		1080		

9 COURSE OUTLINE:

b) CAREER PERFORMANCE STANDARDS

i) EXPECTED STUDENT OUTCOMES

ii) HOURS OF INSTRUCTION

COURSE OUTLINE

CAREER PERFORMANCE STANDARDS	EXPECTED STUDENT OUTCOMES	HOURS
Instruction will include:	Student will be able to:	
<p>1. Personal Skills</p> <ul style="list-style-type: none"> ▪ Classroom policies & procedures ▪ Ethics <ul style="list-style-type: none"> → Work → Business ▪ Sexual harassment laws ▪ Personal skills, including positive attitude, self-confident, honesty, perseverance & self-discipline ▪ Professional appearance ▪ Time management ▪ Lifelong learning 	<p>1. Understand how personal skill development, including positive attitude, honesty, self-confidence, time management, & other positive traits affect employability.</p> <ul style="list-style-type: none"> ▪ Demonstrate and understand classroom policies & procedures ▪ Define work and business ethics & demonstrate the importance of ethical standards & social responsibilities in the business environment. ▪ Discuss the laws applicable to sexual harassment & discuss tactics for handling harassment situations. ▪ Demonstrate personal skills in class and/or business environment: <ul style="list-style-type: none"> → Positive attitude → Self-confidence → Honesty → Perseverance → Self-discipline ▪ Demonstrate and model personal hygiene and acceptable professional attire ▪ Prioritize tasks and meet deadlines ▪ Explain the importance of lifelong learning 	<p>Integrated in content area skills</p>

CAREER PERFORMANCE STANDARDS	EXPECTED STUDENT OUTCOMES	HOURS
Instruction will include:	Student will be able to:	
<p>2. Interpersonal Skills</p> <ul style="list-style-type: none"> ▪ Group dynamics ▪ Conflict resolution and negotiation ▪ Team work ▪ Etiquette across gender and cultural groups 	<p>2. Understand principles of effective interpersonal skills, including group dynamics, conflict resolution, and negotiation.</p> <ul style="list-style-type: none"> ▪ Identify and explain the key concepts of group dynamics ▪ Discuss and demonstrate the dynamics of conflict resolution and negotiation, and their importance within the business environment ▪ Demonstrate effective teamwork, share responsibilities, accept supervision and assume leadership roles ▪ Demonstrate cooperative working relationships and proper etiquette across gender and cultural groups 	<p>Integrated in content area skills</p>
<p>3. Thinking and Problem-Solving Skills</p> <ul style="list-style-type: none"> ▪ Critical and creative thinking skills ▪ Logical reasoning and problem-solving skills ▪ Numerical estimation, measurement, and calculation ▪ Identify, locate, and organize needed information and propose, evaluate, and select alternative solutions 	<p>3. Understand the importance of critical thinking and problem-solving skills in the workplace.</p> <ul style="list-style-type: none"> ▪ Apply critical and creative thinking skills in a work environment and implement a plan of improvement as needed ▪ Demonstrate logical reasoning and problem solving skills in a work environment ▪ Apply numerical estimation, measurement and calculation skills to business applications including the following: <ul style="list-style-type: none"> → Whole number math → Decimals & fractions → Counting & monetary functions → Use of tables & graphs ▪ Recognize problem situations; identify, locate and organize needed information, and propose, evaluate and select from alternate solutions 	<p>Integrated in content area skills</p>

CAREER PERFORMANCE STANDARDS	EXPECTED STUDENT OUTCOMES	HOURS
Instruction will include:	Student will be able to:	
<p>4. Communication Skills</p> <ul style="list-style-type: none"> ▪ Written communications ▪ Verbal and Nonverbal communications ▪ Active and effective listening ▪ Proper etiquette in business communications ▪ Writing and editing skills ▪ Use of reference material and handbooks ▪ Oral presentations 	<p>4. Understand principles of effective communication.</p> <ul style="list-style-type: none"> ▪ Read and implement written instructions, technical manuals, written communication, and reference books ▪ Present a positive image of verbal and nonverbal communication through use of appropriate methods ▪ Demonstrate active and effective listening skills through verbal, nonverbal and written feedback ▪ Demonstrate proper etiquette in business communications, including an awareness of requisite for international communications (languages, customs, and time zones) ▪ Demonstrate the following writing and editing skills: <ul style="list-style-type: none"> → Use correct grammar, punctuation, capitalization, vocabulary and spelling → Write, proofread and edit → Select and use appropriate forms of communication ▪ Exhibit a proficiency in the use of reference materials such as dictionary, thesaurus, telephone directory, almanac, zip code directory, and office handbooks 	<p>Integrated in content area skills</p>
<p>5. Occupational Safety</p> <ul style="list-style-type: none"> ▪ Good safety practices 	<p>5. Understand occupational safety issues, including avoidance of physical hazards</p> <ul style="list-style-type: none"> ▪ Model and implement good safety practices including: <ul style="list-style-type: none"> → Avoidance and reporting of physical hazards in the work environment → Safe operation of equipment → Proper handling of hazardous materials 	<p>Integrated in content area skills</p>

CAREER PERFORMANCE STANDARDS	EXPECTED STUDENT OUTCOMES	HOURS
Instruction will include:	Student will be able to:	
<p>6. Employment Literacy</p> <ul style="list-style-type: none"> ▪ Expand awareness of career opportunities ▪ Set employment goals and objectives ▪ Aptitudes, personal characteristics and interests ▪ Develop portfolio to C-TAP standards ▪ Develop interviewing techniques 	<p>6. Understand career paths and strategies for obtaining employment.</p> <ul style="list-style-type: none"> ▪ Explore career opportunities and develop a career plan ▪ Identify steps for setting goals and writing personal goals and objectives ▪ Examine aptitudes related to career options; relate personal characteristics and interests to educational and occupational opportunities ▪ Develop a portfolio to include the following: <ul style="list-style-type: none"> → Letter of Introduction → Cover letter → Resume → Thank you letter → Job application → Licenses, Certificates and Awards → Transcripts → Letters of Recommendation → Work Samples 	<p>Integrated in content area skills</p>
<p>7. Technology Literacy</p> <ul style="list-style-type: none"> ▪ Apply Industry specific technology ▪ Use Industry specific software ▪ Demonstrate Keyboarding ▪ Accessing information ▪ Lifelong enhancement of technology skills 	<p>7. Understand and adapt to changing technology.</p> <ul style="list-style-type: none"> ▪ Identify and demonstrate use of appropriate technology ▪ Identify and use industry specific software ▪ Demonstrate proficiency in alphanumeric keyboarding ▪ Input and retrieve information ▪ Understand the importance of lifelong learning in adapting to changing technology 	<p>Integrated in content area skills</p>

10. ADDITIONAL RECOMMENDED /OPTIONAL ITEMS

- a. ARTICULATION:**

- b. VOCATIONAL CREDIT:**

- c. ACADEMIC CREDIT: 10 high school credits per year.**

- d. INSTRUCTIONAL STRATEGIES: Demonstrations, Lab, Written assignments, Written tests and quizzes.**

- e. INSTRUCTIONAL MATERIALS: Student textbook:**

- f. CERTIFICATES: Students will receive a Mission Trails ROP course certificate listing their job skill proficiencies.**