


**BTEC 211 - TECHNICAL WRITING FOR REGULATED ENVIRONMENTS**

<b>Units Lecture</b>	1.00	<b>Units Lab</b>	0.00	<b>Units Total</b>	1.00
<b>Total Hrs Lecture</b>	17.00	<b>Total Hrs Lab</b>	0.00	<b>Total Course Hrs</b>	17.00

**COURSE DESCRIPTION**

This course will provide the requisite tools to understand why technical writing exists and how that writing works in conjunction with the many types of documents that exist in regulated environments. Further, the course develops the tools you need to deliver clear and complete passages with precise language. Best practices for technical writing will be applied to a variety of documents including reports, standard operating procedures (SOP), and investigations.

**ENROLLMENT RESTRICTIONS**
**PREREQUISITES**

None

**COREQUISITES**

None

**ADVISORIES**

Eligibility for ENGL 100.

**OUTLINE OF COURSE CONTENT**

*The course will address the following topics:*

Regulations, Industry Standards, and Types of Documents (2)  
 Addressing the Audience (2)  
 Organizing Information (2)  
 Developing a Clear Style (4)  
 Writing Effective Passages (4)  
 Controlling the Language (2)

**PERFORMANCE OBJECTIVES**

*Upon successful completion of this course, students will be able to do the following:*

- Explain the roles and types of documentation that exist in a regulated environment;
- Outline the different types of documents as they give rise through the development of a new product or service and correlate those with regulatory commitments;
- Compare the roles of documentation with respect to their structure, content, and use of language;
- Appraise the elements of writing that promote and detract from effective documentation;
- Discuss and demonstrate the techniques for writing a meaningful statement;
- Identify and critique frequent pitfalls in technical writing;
- Write in simple, clear, yet effective, language.