



Module Details	
Title:	Intro to Technical Comm. APPROVED
Long Title:	Intro to Technical Communication
Module Code:	COMP9093
Duration:	1 Semester
Credits:	5
NFQ Level:	Expert
Field of Study:	Computer Science
Valid From:	Semester 1 - 2022/23 (September 2022)
Module Delivered In	2 programme(s)
Module Coordinator:	Sean McSweeney
Module Author:	Eoin O'Regan
Module Description:	This module focuses on developing skills to enable information developers to design and develop technical information. Students will learn how to write and design clear and effective scientific and technical information for documents and other user deliverables for diverse audiences ensuring user accessibility. Students will also learn to develop style conventions using best practices.
Learning Outcomes	
<i>On successful completion of this module the learner will be able to:</i>	
LO1	Assess the variety of information types and deliverables that may be required of information developers.
LO2	Appraise the roles and skills that may be required of an information developer.
LO3	Select and create style guides to ensure consistency in the presentation and delivery of information products.
LO4	Examine the process of developing information products within a team, write collaboratively, and deliver to timelines and user expectations.
LO5	Determine best practices, and conventions for developing a variety of effective information products to write for diverse audiences.
Pre-requisite learning	
Module Recommendations <i>This is prior learning (or a practical skill) that is strongly recommended before enrolment in this module. You may enrol in this module if you have not acquired the recommended learning but you will have considerable difficulty in passing (i.e. achieving the learning outcomes of) the module. While the prior learning is expressed as named MTU module(s) it also allows for learning (in another module or modules) which is equivalent to the learning specified in the named module(s).</i>	
No recommendations listed	
Incompatible Modules <i>These are modules which have learning outcomes that are too similar to the learning outcomes of this module. You may not earn additional credit for the same learning and therefore you may not enrol in this module if you have successfully completed any modules in the incompatible list.</i>	
No incompatible modules listed	
Co-requisite Modules	
No Co-requisite modules listed	
Requirements <i>This is prior learning (or a practical skill) that is mandatory before enrolment in this module is allowed. You may not enrol on this module if you have not acquired the learning specified in this section.</i>	
No requirements listed	

Module Content & Assessment

Indicative Content

Types of information development

Roles and skills of information developers. Trends in information development. Concepts of Information 4.0 and Industry 4.0. Writing for documents and emerging technologies.

Information authoring

Types of content and information products. Structured versus unstructured information. Technology and tools used in information development. Types of information structure. Molecular versus topic-based and long-form authoring. Linear versus multi-dimensional authoring.

Writing styles and conventions

Best practices for effective information development. Developing style conventions and guides. Elements of style. Tone in documents. Word choices. Sentence structure. Language and grammar. Punctuation. Formatting documents. Mapping information.

Writing for audience/users

Understanding importance of audience and users. Audience and user analysis. Developing personas for information delivery. Writing styles for audience and user types. User context and context detection. User accessibility. Compliance with user accessibility standards: Americans with Disabilities Act Standards for Accessible Design (ADA) ; EU Web accessibility guidance.

Collaborative writing

Writing as a team. Iterative process. Peer reviews and editing. Roles in collaborative writing. Document and information product planning. Task assignments.

Assessment Breakdown

	%
Course Work	100.00%

Course Work

Assessment Type	Assessment Description	Outcome addressed	% of total	Assessment Date
Reflective Journal	Participation in required online discussions based on assigned topics to demonstrate understanding and exploration of learning outcome subjects.	1,2,3,4,5	10.0	Every Second Week
Project	Design and develop a style guide that can be applied to a technical document and/or information product.	3,4	30.0	Week 6
Project	Develop an information product for a defined audience, applying an appropriate style guide. The information development project is managed through peer review cycles and collaborative group work.	3,4,5	60.0	Sem End

No End of Module Formal Examination

Reassessment Requirement

Coursework Only

This module is reassessed solely on the basis of re-submitted coursework. There is no repeat written examination.

The institute reserves the right to alter the nature and timings of assessment



Module Workload

Workload: Full Time

WorkLoad Type	WorkLoad Description	Hours	Frequency	Average Weekly Learner Workload
Lecture	Lecture delivering theory underpinning learning outcomes	2.0	Every Week	2.00
Tutorial	Tutorial to support learning outcomes.	1.0	Every Week	1.00
Lecturer Supervised Learning (Non-contact)	Independent Study	4.0	Every Week	4.00
Total Hours				7.00
Total Weekly Learner Workload				7.00
Total Weekly Contact Hours				3.00

Workload: Part Time

WorkLoad Type	WorkLoad Description	Hours	Frequency	Average Weekly Learner Workload
Lecture	Lecture delivering theory underpinning learning outcomes	2.0	Every Week	2.00
Tutorial	Tutorial to support learning outcomes.	1.0	Every Week	1.00
Lecturer Supervised Learning (Non-contact)	Independent Study	4.0	Every Week	4.00
Total Hours				7.00
Total Weekly Learner Workload				7.00
Total Weekly Contact Hours				3.00

Module Resources

Recommended Book Resources

- Strunk, W. 2011, *The Elements of Style*, Gutenberg Press <http://www.gutenberg.org/ebooks/37134> [ISBN: EBOOK 37134]
- Atkinson, D., Corbitt, S. 2021, *Mindful Technical Writing: An Introduction to the Fundamentals*, Open Textbook Library, Trails Online: <https://open.umn.edu/opentextbooks/textbooks/composing-mindfully-writing-fundamentals-atkinson>

Supplementary Book Resources

- Budinski, Kenneth G. 2001, *Engineers Guide to Technical Writing*, ASM International [ISBN: 9781615031689]
- Rude, Carolyn D., Eaton, Angela. 2014, *Technical editing*, 5th ed. Ed., Pearson [ISBN: 978013393770]
- Markel, M., Selber, Stuart A. 2021, *Technical Communication*, 13th ed. Ed., Mamilian [ISBN: 9781319245009]

This module does not have any article/paper resources

Other Resources

- PDF Online: IEEE Publishing Operations 2020, *IEEE Style Manual*, <http://journals.ieeeauthorcenter.ieee.org/wp-content/uploads/sites/7/IEEE-Editorial-Style-Manual-for-Authors-Online-v.04-20-2021.pdf>
- Online: Christiansen S, Iversen C, Flanagan A, et al. 2020, *AMA Manual of Style: A Guide for Authors and Editors*, 11th ed. , Oxford University Press, <https://www.amamanualofstyle.com/>
- Online: Microsoft 2021, *Microsoft Style Guide*, <https://docs.microsoft.com/en-us/style-guide/welcome/>

Module Delivered In	
Programme Code	Programme Title
CR_KINDD_9	Master of Science in Technical Communication (Approved)
CR_KIDDE_9	Postgraduate Diploma in Science in Technical Communication (Approved)