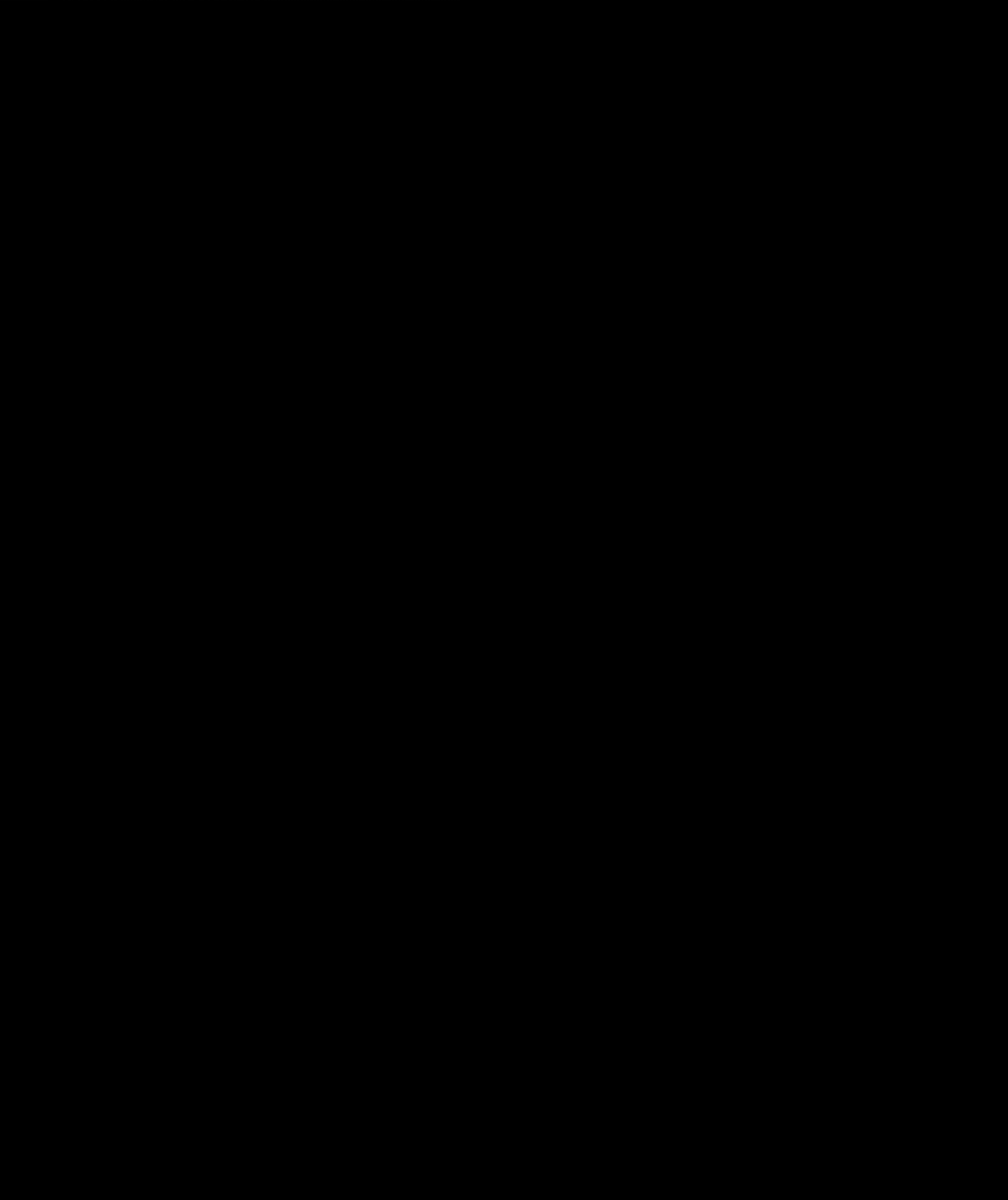




Douglas College





Books and Materials to be Purchased by Students:

N. Textbook

Anderson, P. B. Technical Writing

Anderson, P. B. Technical Writing

Anderson, P. B. Technical Writing

Anderson, P. B. Technical Writing

Anderson, P. B. Technical Writing

4. Time Management

The student will

- a) develop an action plan
- b) structure activities to satisfy short and long

5. Priorities

d) meet production deadlines

6. Research Process

The student will

- a) clearly establish audience, purpose, context
- b) identify major, minor, and irrelevant issues (scope)
- c) determine appropriate data base
- d) analyze appropriateness of data sources
- e) develop surveys, questionnaires, interview questions
- f) practice interviewing skills

R. COURSE EVALUATION

evaluation will be based on this general outline: