

# PTC 601 Course Roadmap

## Fall 2009

This is a schedule of our class with topics, assignments, and discussions posted by week and with due dates for each.

Week	Topic	Homework Assignment	Due(T)	Discussion Posting	Due(F)	Response	Due(M)
Week #1	Introduction to PTC 601 and Moodle	Read through textbook, course materials, and Policies for Online Discussions	N/A	"Welcome and Introductions" & "Self Inventory"	9/4/09 (1point)	Respond to two peer's postings	9/7/09 (1point)
Week #2	Introduction to Technical Communication & Grammar	Assignment #1a Skills for Success as a Technical Communicator to be posted to the Forum Assignment #1b Grammar Diagnostic Quiz	9/8/09 (5points) 9/8/09 (5points)	"What is Technical Communication?" Please use this STC Contest scenario for our discussion	9/11/09 (1point)	Respond to one peer's assignment#1  <i>Are the identified skill sets accurate? Why or why not? Is the roadmap for success reasonable? Why or why not?</i>	9/14/09 (1point)
Week #3	Creating a Professional Portfolio (Part I) & Key Concepts in Technical Writing: Audience, Purpose, and Context of Use	Assignment #2a Resume to be posted to the Forum Assignment #2b Resume to be posted to student's homepage	9/15/09 (5points)	"Key Concepts in Technical Writing" "Availability for Real-time Meetings"	9/18/09 (1point)	Select one peer's resume and review from the perspective of a technical communication manager	9/21/09 (1point)
Week #4	Document Design: Key Concepts for Print Design	Assignment #3 Visual Design of Quick Reference Guide and Needs	9/22/09 (5points)	"Designing Lists"	9/25/09 (1point)	Respond to peer's posting about designing lists	9/28/09 (1point)

		Assessment to be posted to the Forum					
Week #5	Using Plain Language for Technical Description and Instruction	Assignment #4 Technical Description and Technical Instruction to be posted to the Forum	9/29/09 (5points)	"Plain Language Revision " & "Buona Fortuna Barista"	10/2/09 (1point)	Respond to peer's evaluations	10/5/09 (1point)
Week #6	Information Literacy: Researching and Managing Information I & Writing an Introduction	Assignment#5 Evaluation Memo of DHMO.org web site	10/6/09 (5points)	Start a Discussion Topic of Your Choice	10/9/09 (2 points)	Respond to peer's postings	10/12/09
Week #7	Tools of the Trade: Using Online Databases	Assignment#6 Group Bibliography Database for Technical Communication	10/13/09 (5points)		10/16/09		10/19/09
Week #8	Information Literacy: Researching and Managing Information II	Assignment#7 Annotated Bibliography	10/20/09 (10 points)	"The Class So Far" Assess the class so far	10/23/09 (2 points)		10/26/09
Week #9	Usability and User-Centered Design	Assignment #8 Heuristic Evaluation of Selected Web site	11/10/09 (5points)	Note: Begin using 30-day trial of Dreamweaver.		Respond to one student's heuristic evaluation using criteria sheet	11/16/09 (2 points)
Week #10	Tools of the Trade: Using Visio for Diagram	Assignment #9 Visio Diagram of ePortfolio web site	11/17/09 (5points)	"Technical Editing Podcast"	11/20/09 (2 points)		11/23/09
Week #11	ePortfolio: Adding Content and Creating Links	Assignment#10 Demonstration of ePortfolio Pages with Content and Links to be posted to the Forum	11/24/09	"Technology Issues: Post Problems and Solutions"	11/27/09 (2 points)	Respond to peer's portfolio pages as posted	11/30/09 (1point)
Week #12	ePortfolio: Developing Visual Design	Assignment#11 Demonstration of ePortfolio	12/1/09	"Technology Issues: Post Problems and Solutions"	12/4/09 (1point)	Respond to peer's portfolio pages as posted	12/7/09 (1 point)

		with Visual Design to be posted to the Forum					
Week #13	ePortfolio: Final Portfolio	Assignment#12  Final Portfolio to be posted to the Discussion Forum  <i>Diagnostic Test (see Week 2) must be successfully completed</i>	12/8/09 (10points)	"Technology Issues: Post Problems and Solutions"	12/8/09 (2 points)	Respond to peers' postings of ePortfolio pages as they are updated	(1 point)
Weeks #14, #15	ePortfolio: Presentation Skills	Assignment#13 Walk-through Presentation of ePortfolio in Wimba	Dates to be arranged. We will schedule two sessions. (5 points)	1. "Facilitating Online Learning" 2. "Course Evaluation"	Last day of classes 12/11/09 (2points)	Peer Review of One Portfolio: Use criteria sheet	12/9/09 (2points)