



Douglas College

Books and Materials to be Purchased by Students:



N. Textbook

Anderson, R. B. Technical Writing, 4th ed., McGraw-Hill, 1998. ISBN 0-07-022222-2. \$22.95. ISBN 0-07-022222-2. \$22.95. ISBN 0-07-022222-2. \$22.95.

4. Time Management

The student will

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

5. Priorities

- a) identify student's activities and estimate workload
- b) 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: