

BCIT Course Design: Performance Objectives / Tasks

Course Name

Integrating Technical Writing with Visual Design & Logic

Performance Objectives

- Apply principles of visual design
- Apply formal elements of design
- Write structured documents
- Assess visual elements
- Design templates
- Explore graphical software types and uses

1. Goal: A - Apply principles of visual design

PO A2

Given a technical document with text and images, the student will be able to **describe the narrative between text and image** identifying inconsistencies and inaccuracies.

Learning Tasks: A2

- Define narrative.
- Describe inconsistencies that arise between text and images.
- Describe inaccuracies that arise between text and images.

2. Goal: B - Apply formal elements of design

PO B4

Given a technical document, the student will be able to **describe three ways vertical, horizontal, and white space** communicate a document's intent.

Learning Tasks: B4

- Define vertical space (indentation, heading hierarchy).
- Define horizontal space (pagination, margins).
- Define white space (kerning, leading).
- Discuss cannons of page construction.

3. Goal: C - Write structured documents

PO C3

Using an unformatted sample text, the student will successfully **create heading and body text styles** according to directions provided.

Learning Tasks: C3

- Identify MS Word Styles toolbar features.
- Modify existing Word styles.
- Create new Word styles.

4. Goal: C - Write structured documents

PO C4

Using a formatted sample text, the student will **edit the text into a structured document** that shows topics and sub-topics.

Learning Tasks: C4

- Define structure and hierarchy in documents.
- Identify MS Word Outline view features.
- Promote and Demote text blocks.
- Move text blocks.

5. Goal: D - Assess visual elements

PO D1

Given a selection of different images, the student will **categorize images** according to the four types described.

Learning Tasks: D1

- Identify assessment criteria for images.
- List three main functions of visual design.
- List four main types of images.

6. Goal: D - Assess visual elements

PO D2

Given a sample image, the student will successfully **edit images** by identifying issues of accuracy, consistency, logic, and sequence.

Learning Tasks: D2

- Define the terms *accuracy*, *consistency*, *logic*, and *sequence*.
- Identify non-essential and decorative elements.
- Identify perspective, size, and scale inconsistencies.
- Check sequence of images.
- Check data representation.

7. Goal: D - Assess visual elements

PO D3

Given sample images and text, the student will **integrate images into the text** by writing linking text that identifies components in the image.

Learning Tasks: D3

- List purposes of images in documentation.
- Assess problems between text and images.
- Identify where images are used in documentation.

8. Goal: D - Assess visual elements

PO D4

Given sample images and text, the student will **edit images** to ensure compliance with standards **for a global audience**.

Learning Tasks: D4

- Define globalization, localization, and translation.
- Compare writing for global audience with writing for local audience.
- Identify issues in preparing text and images for translation.

9. Goal: F - Explore graphical software types and uses

PO F1

Given a requirements document, the student will correctly **identify** the appropriate **image creation software type**.

Learning Tasks: F1

- Describe different image software types.
- Describe different output mediums for documentation.
- Choose appropriate software to create images.

10. Goal: F - Explore graphical software types and uses

PO F2

Given a sample text document and TechSmith Snagit software, the student will **take a screen capture** that includes all the referenced components in the text and insert the screen capture into the document.

Learning Tasks: F2

- Define screen capture and list four main image capture types.
- Identify text requirements that need to be included in capture.
- Choose appropriate image capture type.
- Capture screen.
- Output screen capture to appropriate to file type.
- Insert image file into text document.