Technical Writer Course Map Unit 4. Numbers, Unit 2. Basic Grammar Unit 3. Capitalization Unit 5. Abbreviations Unit 1. Orientation Numerals, and Units of Use and Contractions and Acronyms Measure Unit 7. Sentences and Unit 10. Formatting Unit 6. Punctuation **Paragraphs Unit 8. Objectives Unit 9. Outlines** Units of Instruction Unit 11. Adding Tables Unit 12. Researching Unit 14. Editing and Unit 15. Develop a Study Unit 13. Bibliography and Referencing **Proofreading** Guide/Workbook19 and Figures

Program Outcome Addressed: This course is designed to train personnel on the processes for the production of student instructional materials. Training includes developing an outline, copyright policies, drafting and formatting a study guide work book, editing, and conducting an annual review.

	Technical Writer Course Map						
Unit 1	Orientation	Unit 2. Basic Grammar Use	Unit 3 . Capitalization and Contractions	Unit 4. Numbers, Numerals, and Units of Measure	Unit 5. Abbreviations and Acronyms		
Unit 6	. Punctuation	Unit 7. Sentences and Paragraphs	Unit 8. Objectives	Unit 9. Outlines	Unit 10. Formatting Units of Instruction		
	. Adding Tables nd Figures	Unit 12. Researching and Referencing	Unit 13. Bibliography	Unit 14. Editing and Proofreading	Unit 15. Develop a Study Guide/Workbook19		
Unit and Title	Obj	jective	Learnin Assessments	g Activities: Learner Interaction & Engagement	Instructional Materials/Media		
Unit 1. Orientation	1a. Ori	ientation.	• Ir	eading assignments estructor/Student entroductions	 Presentation Slides Tech Writer Online Syllabus LMS Module 1, Orientation and Introductions AETCI 36-2909 		

	Technical Writer Course Map					
Unit 1. Orientation	Unit 2. Basic Grammar Use	Unit 3. Capitalization and Contractions	Unit 4. Numbers, Numerals, and Units of Measure	Unit 5. Abbreviations and Acronyms		
Unit 6. Punctuation	Unit 7. Sentences and Paragraphs	Unit 8. Objectives	Unit 9. Outlines	Unit 10. Formatting Units of Instruction		
Unit 11. Adding Tables and Figures	Unit 12. Researching and Referencing	Unit 13. Bibliography	Unit 14. Editing and Proofreading	Unit 15. Develop a Study Guide/Workbook19		
Halis and Title	Old self-se		g Activities: Learner Interaction &	Instructional Materials/Madis		
Unit and Title	Objective	Assessments	Engagement	Instructional Materials/Media		

Unit 2. Basic

Grammar Use

2a. Given references, correct grammatical errors in a Study Guide/Workbook IAW Progress Check M14.

- Informal: Appraisal M2 after the synchronous session.
- Formal: Measurement is deferred to PC M15.
- Reading assignments
- No additional active learning activities.

- Presentation Slides
- LMS Module 2
- AFH 33-337
- AFH 36-2235, Volume 10
- HO Technical Writer Guide to Desktop Publishing
- AU-1, Air University Style and Author Guide

Unit 1. Orientation	Unit 2. Basic Grammar Use	Unit 3. Capitalization and Contractions	Unit 4. Numbers, Numerals, and Units of Measure	Unit 5. Abbreviations and Acronyms
Unit 6. Punctuation	Unit 7. Sentences and Paragraphs	Unit 8. Objectives	Unit 9. Outlines	Unit 10. Formatting Units of Instruction
Unit 11. Adding Tables and Figures	Unit 12. Researching and Referencing	Unit 13. Bibliography	Unit 14. Editing and Proofreading	Unit 15. Develop a Study Guide/Workbook19
		Learning	g Activities: Learner Interaction &	

Unit and Title Objective Assessments Engagement Instructional Materials/Media

Unit 3.
Capitalization and
Contractions

3a. Given references, apply the rules for capitalization and contractions in a Study Guide/Workbook IAW Progress Check M15.

- Informal:
 Appraisal M3
 after the
 synchronous
 session.
- Formal:
 Measurement is
 deferred to PC
 M15.
- Reading assignments
- No additional active learning activities.

- Presentation Slides
- LMS Module 3
- AFH 33-337
- AFH 36-2235
- HO Technical Writer Guide to Desktop Publishing
- AU-1, Air University Style and Author Guide

Unit 1. Orientation	Unit 2. Basic Grammar Use	Unit 3. Capitalization and Contractions	Unit 4. Numbers, Numerals, and Units of Measure	Unit 5. Abbreviations and Acronyms
Unit 6. Punctuation	Unit 7. Sentences and Paragraphs	Unit 8. Objectives	Unit 9. Outlines	Unit 10. Formatting Units of Instruction
Unit 11. Adding Tables and Figures	Unit 12. Researching and Referencing	Unit 13. Bibliography	Unit 14. Editing and Proofreading	Unit 15. Develop a Study Guide/Workbook19

Learning Activities: Learner Interaction &
Unit and Title Objective Assessments Engagement Instructional Materials/Media

Unit 4. Numbers, Numerals, and Units of Measure 4a. Given references, correctly format Numbers, Numerals, and Units of Measurement for a Study Guide/Workbook IAW Progress Check M15.

- Informal:
 Appraisal M4
 after the synchronous session.
- Formal:
 Measurement is
 deferred to PC
 M15.
- Reading assignments
- No additional active learning activities.

- Presentation Slides
- LMS Module 4
- AFH 33-337
- AFH 36-2235, Volume 10,
- HO Technical Writer Guide to Desktop Publishing
- AU-1, Air University Style and Author Guide

	Technical Writer Course Map					
	Unit 1. Orientation	Unit 2. Basic Grammar Use	Unit 3. Capitalization and Contractions	Unit 4. Numbers, Numerals, and Units of Measure	Unit 5. Abbreviations and Acronyms	
	Unit 6. Punctuation	Unit 7. Sentences and Paragraphs	Unit 8. Objectives	Unit 9. Outlines	Unit 10. Formatting Units of Instruction	
	Unit 11. Adding Tables and Figures	Unit 12. Researching and Referencing	Unit 13. Bibliography	Unit 14. Editing and Proofreading	Unit 15. Develop a Study Guide/Workbook19	
Unit and	Title Ob	jective	Learnin Assessments	g Activities: Learner Interaction & Engagement	Instructional Materials/M	ledia

Unit 5. **Abbreviations** and Acronyms

5a. Given references, apply the rules for abbreviations and acronyms in a Study Guide/Workbook IAW Progress Check M15.

- Informal: Appraisal M5 after the synchronous session.
- Formal: Measurement is deferred to PC M15.
- Reading assignments
- No additional active learning activities.

- Presentation Slides
- LMS Module 5
- AFH 33-337
- AFH 36-2235, Volume 10,
- HO Technical Writer Guide to Desktop Publishing
- AU-1, Air University Style and Author Guide

	Technical Writer Course Map					
Unit 1. Orient	Unit 2. Basic G Use	Grammar Unit 3. Capitaliza and Contractio	• Numerals and Units of	Unit 5. Abbreviations and Acronyms		
Unit 6. Punctu	Unit 7. Senter Paragrap	I Unit & Objectiv	res Unit 9. Outlines	Unit 10. Formatting Units of Instruction		
Unit 11. Adding and Figure		Unit 13 Binlingra	Unit 14. Editing and Proofreading	Unit 15. Develop a Study Guide/Workbook19		
Huit and Title	Ohioativa	A	Learning Activities: Learner Interaction			
Unit and Title	Objective	Assessments	Engagement	Instructional Materials/Media		

Unit 6.

Punctuation

6a. Given references, apply the proper use of punctuation in a Study Guide/Workbook IAW Progress Check M15.

Assessments

- Informal: Appraisal M6 and Exercise M6 after the synchronous session.
- Formal: Measurement is deferred to PC M15.

- Reading assignments
- No additional active learning activities.

- Instructional Materials/Media
- Presentation Slides
- LMS Module 6
- AFH 33-337
- AFH 36-2235, Volume 10,
- HO Technical Writer Guide to Desktop Publishing
- AU-1, Air University Style and Author Guide

Technical Writer Course Map Unit 4. Numbers, Unit 2. Basic Grammar Unit 5. Abbreviations Unit 3. Capitalization Unit 1. Orientation Numerals, and Units of and Contractions Use and Acronyms Measure Unit 7. Sentences and Unit 10. Formatting Unit 6. Punctuation Unit 8. Objectives Unit 9. Outlines Units of Instruction **Paragraphs** Unit 11. Adding Tables Unit 12. Researching Unit 14. Editing and Unit 15. Develop a Study Unit 13. Bibliography and Figures and Referencing **Proofreading** Guide/Workbook19

Learning Activities: Learner Interaction & Instructional Materials/Media Unit and Title Objective Assessments **Engagement**

Unit 7. Sentences and Paragraphs

7a. Given references, apply the rules for constructing sentences and paragraphs for a Study Guide/Workbook IAW Progress Check M15.

- Informal: Appraisal M7 after the synchronous session.
- Formal: Measurement is deferred to PC M15.
- Reading assignments
- No additional active learning activities.

- Presentation Slides
- LMS Module 7 • AFH 33-337
- AFH 36-2235, Volume 10
- HO Technical Writer Guide to Desktop Publishing
- AU-1, Air University Style and Author Guide
- AFI 51-301

Unit 1. Orientation	Unit 2. Basic Grammar Use	Unit 3. Capitalization and Contractions	Unit 4. Numbers, Numerals, and Units of Measure	Unit 5. Abbreviations and Acronyms
Unit 6. Punctuation	Unit 7. Sentences and Paragraphs	Unit 8. Objectives	Unit 9. Outlines	Unit 10. Formatting Units of Instruction
Unit 11. Adding Tables and Figures	Unit 12. Researching and Referencing	Unit 13. Bibliography	Unit 14. Editing and Proofreading	Unit 15. Develop a Study Guide/Workbook19

			1 &	
Unit and Title	Objective	Assessments	Engagement	Instructional Materials/Media

Unit 8.
Objectives

8a. Given an instructor approved topic, develop knowledge and performance objectives for a Study Guide/Workbook IAW Progress Check M15.

- Informal:
 Appraisal M7
 and Exercise M6
 after the
 synchronous
 session.
- Formal:
 Measurement is
 deferred to PC
 M15.
- Reading assignments
- No additional active learning activities.

- Presentation Slides
- LMS Module 8AFH 33-337
- AFH 36-2235
- HO Technical Writer Guide to Desktop Publishing
- AU-1, Air University Style and Author Guide

		1			
Unit 1. Orientation	Unit 2. Basic Grammar Use	Unit 3. Capitalization and Contractions	Unit 4. Numbers, Numerals, and Units of Measure	Unit 5. Abbreviations and Acronyms	
Unit 6. Punctuation	Unit 7. Sentences and Paragraphs	Unit 8. Objectives	Unit 9. Outlines	Unit 10. Formatting Units of Instruction	
Unit 11. Adding Tables and Figures	Unit 12. Researching and Referencing	Unit 13. Bibliography	Unit 14. Editing and Proofreading	Unit 15. Develop a Study Guide/Workbook19	
Unit and Title O	bjective	Assessments	g Activities: Learner Interaction & Engagement	Instructional Materials/Me	dia
	•	Informal:		Presentation Slides ING Madula 0	

Unit 9.
Outlines

9a. Given an instructor approved topic, develop an outline for a Study Guide/Workbook IAW Progress Check M9.

- Appraisal M9
 and Exercise M9
 after the
 synchronous
- Formal:
 Measurement is
 PC M9.

session.

- Reading assignments
- No additional active learning activities.
- LMS Module 9
- AFH 33-337
- AFH 36-2235, Volume 10
- HO Technical Writer Guide to Desktop Publishing
- AU-1, Air University Style and Author Guide

	Technical Writer Course Map					
Unit 1. Orientation	Unit 2. Basic Grammar Use	Unit 3. Capitalization and Contractions	Unit 4. Numbers, Numerals, and Units of Measure	Unit 5. Abbreviations and Acronyms		
Unit 6. Punctuation	Unit 7. Sentences and Paragraphs	Unit 8. Objectives	Unit 9. Outlines	Unit 10. Formatting Units of Instruction		
Unit 11. Adding Tables and Figures	Unit 12. Researching and Referencing	Unit 13. Bibliography	Unit 14. Editing and Proofreading	Unit 15. Develop a Study Guide/Workbook19		
Unit and Title O	bjective	Learning Assessments	g Activities: Learner Interaction & Engagement	Instructional Materials/Media		

Unit 10.

Formatting Units of Instruction

10a. Given references, format units of instruction for a Study Guide/Workbook IAW Progress Check M15.

- Informal: Appraisal M10 and Exercise 10 after the synchronous session.
- Formal: Measurement is deferred to PC M15.

- Reading assignments No additional active learning activities.

- Presentation Slides
- LMS Module 10
- AFH 33-337
- AFH 36-2235, Volume 10
- HO Technical Writer Guide to Desktop Publishing
- AU-1, Air University Style and Author Guide
- AFI 51-301

Unit 1. Orientation	Unit 2. Basic Grammar Use	Unit 3. Capitalization and Contractions	Unit 4. Numbers, Numerals, and Units of Measure	Unit 5. Abbreviations and Acronyms
Unit 6. Punctuation	Unit 7. Sentences and Paragraphs	Unit 8. Objectives	Unit 9. Outlines	Unit 10. Formatting Units of Instruction
Unit 11. Adding Tables and Figures	Unit 12. Researching and Referencing	Unit 13. Bibliography	Unit 14. Editing and Proofreading	Unit 15. Develop a Study Guide/Workbook19

Unit and Title Objective Assessments Engagement Instructional Materials/Media

Unit 11.
Adding Tables
and Figures

11a. Given references, incorporate a minimum of one table and two figures in a Study Guide/Workbook IAW Progress Check M15.

- Informal:

 Appraisal M11
 and Exercise
 M11 after the synchronous
 session.
- Formal:
 Measurement is
 deferred to PC
 M15.
- Reading assignments
- No additional active learning activities.

- Presentation Slides
- LMS Module 11AFH 33-337
- AFH 36-2235, Volume 10HO Technical Writer Guide to Desktop Publishing
- AU-1, Air University Style and Author Guide

Technical Writer Course Map Unit 4. Numbers, Unit 2. Basic Grammar Unit 5. Abbreviations Unit 3. Capitalization Unit 1. Orientation Numerals, and Units of and Contractions Use and Acronyms Measure Unit 7. Sentences and Unit 10. Formatting Unit 6. Punctuation Unit 8. Objectives Unit 9. Outlines Units of Instruction **Paragraphs** Unit 11. Adding Tables Unit 12. Researching Unit 14. Editing and Unit 15. Develop a Study Unit 13. Bibliography and Figures and Referencing **Proofreading** Guide/Workbook19 **Learning Activities: Learner Interaction &**

Unit and Title Objective Assessments Engagement Instructional Materials/Media

Unit 12.
Researching and
Referencing

12a. Given references, conduct research and provide references for a Study Guide/Workbook IAW with Progress Check M15.

- Informal:
 Appraisal M12
 after the
 synchronous
 session.
- Formal:
 Measurement is
 deferred to PC
 M15.
- Reading assignments
- No additional active learning activities.

- Presentation Slides
- LMS Module 12AFH 33-337
- AFH 36-2235, Volume 10
- HO Technical Writer Guide to Desktop Publishing
- AU-1, Air University Style and Author Guide
- AFI 51-301

Technical Writer Course Map

Unit 1. Orientation

Unit 2. Basic Grammar Use

Unit 3. Capitalization and Contractions

Unit 4. Numbers, Numerals, and Units of Measure

Unit 5. Abbreviations and Acronyms

Unit 6. Punctuation

Unit 7. Sentences and Paragraphs

Unit 8. Objectives

Unit 9. Outlines

Unit 10. Formatting Units of Instruction

Unit 11. Adding Tables and Figures

Unit 12. Researching and Referencing

Unit 13. Bibliography

Unit 14. Editing and Proofreading

Unit 15. Develop a Study Guide/Workbook19

Unit and Title

Objective

Assessments

Learning Activities: Learner Interaction & Engagement

Instructional Materials/Media

Unit 13. Bibliography

13a. Given references, prepare a bibliography for a Study Guide/Workbook IAW Progress Check M15.

- Informal:

 Appraisal M13
 and Exercise
 M13 after the synchronous
 session.
- Formal:
 Measurement is
 deferred to PC
 M15.
- Reading assignments
- No additional active learning activities.

- Presentation Slides
- LMS Module 13
- AFH 33-337
- AFH 36-2235, Volume 10
- HO Technical Writer Guide to Desktop Publishing
- AU-1, Air University Style and Author Guide
- AFI 51-301

Technical Writer Course Map							
Unit 1. Orien	Unit	2. Basic Grammar Use	Unit 3 . Capitalizat and Contraction	Numer	4 . Numbers, rals, and Units of Measure	Unit 5. Abbreviations and Acronyms	
Unit 6. Punct	uation	7. Sentences and Paragraphs	Unit 8. Objective	s Uni	it 9. Outlines	Unit 10. Formatting Units of Instruction	
Unit 11. Addin and Figur	_	t 12. Researching nd Referencing	Unit 13. Bibliograp	Pr	roofreading	Unit 15. Develop a Study Guide/Workbook19	
nit and Title	Objective		Assessments		Learner Interaction & gement	Instructional Materials/Me	dia
						Presentation Slides I MS Module 14	

Unit 14.
Editing and
Proofreading

Un

14a. Given references and knowledge from previous modules, edit a draft Study Guide/Workbook IAW Progress Check M14.

- Informal: None
- Formal:
 Measurement is
 PC M14.
- Reading assignments
- No additional active learning activities.
- LMS Module 14
- AFH 33-337
- AFH 36-2235, Volume 10
- HO Technical Writer Guide to Desktop Publishing
- AU-1, Air University Style and Author Guide
- AFI 51-301

Technical Writer Course Map						
Unit 1. O	rientation	Unit 2. Basic Grammar Use	Unit 3 . Capitalization and Contractions	Unit 4 . Numbers, Numerals, and Units of Measure	Unit 5. Abbreviations and Acronyms	
Unit 6. Pu	unctuation	Unit 7. Sentences and Paragraphs	Unit 8. Objectives	Unit 9. Outlines	Unit 10. Formatting Units of Instruction	
	lding Tables igures	Unit 12. Researching and Referencing	Unit 13. Bibliography	Unit 14. Editing and Proofreading	Unit 15. Develop a Study Guide/Workbook	
nit and Title Objective		ojective	Learning Activities: Learner Interaction 8 Assessments Engagement		& Instructional Materials/Media	
					Presentation Slides	

Unit 15.
Develop a
Study Guide/
Workbook

Un

15a. Using your previously prepared outline, develop a Study Guide/Workbook, to include a bibliography and illustrations, IAW Progress Check M15.

- Informal: None
- Formal:
 Measurement is
 PC M15.
- Reading assignments
- No additional active learning activities.
- LMS Module 15
- AFH 33-337
- AFH 36-2235, Volume 10
- HO Technical Writer Guide to Desktop Publishing
- AU-1, Air University Style and Author Guide
- AFI 51-301