ENGL 2150: Technical Writing

A. COURSE DESCRIPTION

Credits: 3
Lecture Hours/Week: 0
Lab Hours/Week: 0
OJT Hours/Week: *.*
Prerequisites: None
Corequisites: None
MnTC Goals: None

Technical Writing is designed to introduce students to the style and function of professional communication. The content of the course will examine the variety of contexts, purposes, and forms commonly encountered in professional environments. [BSU Focus: Performance and Participation]

B. COURSE EFFECTIVE DATES: 05/18/2001 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

1. Introductory E-mail Message
2. Job Application (Cover Letter and Resume)
3. Technical Definition
4. Project: Proposal
5. Project: Progress Report
6. Project: Group Presentation
7. Memos and In Class Writing

D. LEARNING OUTCOMES (General)

1. develop research, organization, and presentation skills, including synthesis and proper citation format.
2. analyze communications in order to adapt their writing to different audiences, purposes, and contexts.
3. learn the effective use of various communication strategies and written genres, including email, memos, letters, resumes, and professional reports.
4. learn effective professional style and revision strategies.
5. develop an understanding of professional ethics and cross-cultural communication.
6. work collaboratively to solve problems.

E. Minnesota Transfer Curriculum Goal Area(s) and Competencies

None

F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

G. SPECIAL INFORMATION

None noted