A. COURSE DESCRIPTION

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

Instruction and practice in writing about technical materials and subjects. Liberal Education Goal Area 11.

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

C. OUTLINE OF MAJOR CONTENT AREAS

1. Develop expertise in professional writing and professional writing practices.

D. LEARNING OUTCOMES (General)

1. be introduced to creating documents used to perform tasks - the kind of writing you'll be reading, using and will write as a professional
2. look at composing, revising, and editing resumes, instructions, and proposals.
3. practice working collaboratively in groups
4. work with online writing tools that facilitate professional collaboration.

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

None

F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

G. SPECIAL INFORMATION

None noted