A. COURSE DESCRIPTION

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

Written communication in professional settings. Gathering information, analyzing audiences, and assessing conventional formats of professional writing. Drafting, testing, and revising documents. Development of a portfolio project.

B. COURSE EFFECTIVE DATES: 12/31/2003 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

None

D. LEARNING OUTCOMES (General)

None

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

None

F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

G. SPECIAL INFORMATION

None noted