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