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