

Anoka-Ramsey Community College

ENGL 1104: Technical Writing

A. COURSE DESCRIPTION

Credits: 3

Lecture Hours/Week: 3

Lab Hours/Week: *.*

OJT Hours/Week: *.*

Prerequisites:

This course requires the following prerequisite

A score of 78 on test Accuplacer Reading Comprehension

Corequisites: None

MnTC Goals: Goal 01 - Communication, Goal 02 - Critical Thinking

(MnTC Goals 1 and 2)

Recommended Skills, Abilities, or Coursework: English 0950 with a grade of C or better or achievement of recommended score on English placement test

Provides instruction in the rhetorical principles and strategies of technical writing. The course will emphasize reports and manuals, which may include progress and process reports, feasibility studies, instructions, procedures, and/or mechanism descriptions.

B. COURSE EFFECTIVE DATES: 06/01/1998 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

1. Analysis of and instruction in the writing process in professional and technical settings
2. Specific instruction in the form and process of reports and manuals such as progress and process reports, feasibility studies, instructions, procedures, and/or mechanism descriptions
3. Development of carefully focused, organized, and edited professional documents
4. Document design, including graphics and other elements of professional documents
5. Rhetorical strategies for persuasion and argument
6. Rhetorical analysis of professional writing situations and documents
7. Rhetorical analysis of selected readings as well as students' own writing

D. LEARNING OUTCOMES (General)

1. Master a reliable, effective writing process
 - a. that includes discovering, planning, drafting, revising, editing, and proofreading
 - b. that clearly and logically supports a central argument, assertion, objective, or goal
2. Participate effectively in group discussions, group analyses, and collaborative writing projects
3. Analyze a writing situation and respond to it with writing appropriate and effective in terms of its audience and purpose
4. Grow in confidence and skill in reproducing and presenting technical and professional documents
5. Employ language appropriate to professional and technical contexts
6. Use grammar, punctuation, spelling, and mechanics correctly
7. Use various information-gathering techniques (including library research, electronic sources, interviews, technical experience and/or observation) to obtain evidence which they can then use to support their assertions in their technical and professional documents

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

Goal 01 - Communication

1. Understand/demonstrate the writing and speaking processes through invention, organization, drafting, revision, editing and presentation.
2. Participate effectively in groups with emphasis on listening, critical and reflective thinking, and responding.
3. Locate, evaluate, and synthesize in a responsible manner material from diverse sources and points of view.
4. Select appropriate communication choices for specific audiences.
5. Construct logical and coherent arguments.
6. Use authority, point-of-view, and individual voice and style in their writing and speaking.
7. Employ syntax and usage appropriate to academic disciplines and the professional world.

Goal 02 - Critical Thinking

1. Gather factual information and apply it to a given problem in a manner that is relevant, clear, comprehensive, and conscious of possible bias in the information selected.
2. Imagine and seek out a variety of possible goals, assumptions, interpretations, or perspectives which can give alternative meanings or solutions to given situations or problems.
3. Analyze the logical connections among the facts, goals, and implicit assumptions relevant to a problem or claim; generate and evaluate implications that follow from them.
4. Recognize and articulate the value assumptions which underlie and affect decisions, interpretations, analyses, and evaluations made by ourselves and others.

F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

G. SPECIAL INFORMATION

None noted