

Anoka Technical College

ENGL 2105: Business and Technical Writing

A. COURSE DESCRIPTION

Credits: 4

Lecture Hours/Week: 4

Lab Hours/Week: *.*

OJT Hours/Week: *.*

Prerequisites:

This course requires any of these six prerequisite categories

1. Both of these groups

1. Any one of these three

ENGL 0101 - Basic English

ENGL 0102 - Fundamentals of English (Minimum grade: 2.0 GPA Equivalent and Number of

Years Valid: 3)

ENGL 0960 - Preparing for College Writing

And

2. One of these two

READ 0900 - Reading Skills

READ 0960 - Preparing for College Reading

Or

2. A score of 18 on test ACT English

Or

3. A score of 78 on test Accuplacer Reading Comprehension

Or

4. A score of 480 on test SAT Evidence-Based Read/Write Composite

Or

5. A score of 250 on test Accuplacer NG Reading

Or

6. A score of 250 on test Accuplacer NG COMP Reading

Corequisites: None

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

English 2105 is a course designed to help students communicate effectively in the technology-supported writing environment of the 21st-century workplace. The course teaches the rhetorical principles that help students shape their business writing ethically, for multiple and multicultural audiences, in a variety of professional situations. Students will produce effective business letters, emails, memos, researched reports, web sites and collaborative projects in professional contexts. Students will analyze a variety of communication situations and design appropriate responses through tasks that involve problem solving, rhetorical theory, document design, oral presentations, writing teams, and audience awareness. (Prerequisites: ENGL 0102 or ENGL 0960 and READ 0900 or READ 0960 or 78 on Accuplacer Reading Comprehension or appropriate test scores. Must pass classes with a C or better.) (MN Transfer Goals 1 and 2)(4 credits lecture/0 credits lab)

B. COURSE EFFECTIVE DATES: 11/19/2007 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

1. Writing and collaborating in the technology-supported workplace
2. Business Communication
3. Technical writing
4. Documentation and presentation designs
5. Audience awareness
6. Documentation and citations

D. LEARNING OUTCOMES (General)

1. Practice the writing processes through planning, drafting, revising, editing and presenting a variety of workplace-specific documents.
2. Locate, evaluate, and synthesize in a responsible manner, material from diverse sources and points of view.
3. Incorporate information literacy skills respecting ethical, legal, and social issues.
4. Incorporate technical literacy skills and design principles to create usable, meaningful and visually effective documents.
5. Analyze target audiences and adjust technical content to create social understanding and meet their information needs.
6. Determine appropriate genres in written, visual, and oral formats for various communicative purposes.
7. Employ effective style, tone, syntax and usage for clear business and professional communication.
8. Assess the credibility and relevance of data gathered, recognizing and articulating the value assumptions that underlie and affect all writers' decisions, interpretations, analyses, and evaluations.
9. Explore consequential issues in workplace settings.
10. Write ethically and responsibly as a member of an organization and society.
11. Correctly attribute information in different genres of business and technical writing using a standard citation format.
12. Determine extent and type of information needed to complete a work project, and design appropriate research strategies (Web, print, field research) based on the purpose, audience, and context for the project.

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