

Minnesota State College Southeast

ENGL 1410: Technical Writing

A. COURSE DESCRIPTION

Credits: 3

Lecture Hours/Week: 3

Lab Hours/Week: *.*

OJT Hours/Week: *.*

Prerequisites:

This course requires any of these six prerequisites

A score of 1047 on test MN Comprehensive Assessment Reading

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

A score of 78 on test Accuplacer Reading Comprehension

A score of 18 on test ACT English

A score of 250 on test Accuplacer NG Reading

ENGL 0528 - Reading & Writing 3

Corequisites: None

MnTC Goals: Goal 01 - Communication

This course studies the theory and practice of technical writing emphasizing clarity and conciseness in written communication for practical and professional purposes.(Meets MnTC Goal 1)(Prerequisite: A minimum score of 78 on the Reading Comprehension portion of the ACCUPLACER basic skills test or a minimum score of 18 on the English subject area of the ACT test or successful completion of ENGL0528) (3 Credits: 3 lecture/0 lab)

B. COURSE EFFECTIVE DATES: 07/17/2016 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

1. Job related writing
2. Reports and instructions for technical audience
3. Reports and instructions for non-technical audience
4. General Sentence and paragraph level competence

D. LEARNING OUTCOMES (General)

1. Identify and perform various pre-writing techniques
2. Revise their own writing at both the global and the sentence level
3. Conduct basic, responsible research on a given topic
4. Write effective definitions, descriptions, and instructions
5. Communicate ideas and proposals persuasively
6. Recognize and follow appropriate style guides for formatting, punctuation, and documentation
7. Analyze and conform writing for specific audiences
8. Analyze and conform writing for specific purposes
9. Utilize appropriate headings, formatting, and other design elements to increase a document's effectiveness
10. Write grammatically correct sentences of varying lengths and structural patterns
11. Construct effective paragraphs that contribute to a document's purpose and coherence
12. Recognize and avoid plagiarism in their own writing

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. Locate, evaluate, and synthesize in a responsible manner material from diverse sources and points of view.
3. Select appropriate communication choices for specific audiences.
4. Employ syntax and usage appropriate to academic disciplines and the professional world.

F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

G. SPECIAL INFORMATION

This course was previously ENGL 2510.