

MESABI RANGE COMMUNITY & TECHNICAL COLLEGE – VIRGINIA/EVELETH

Course Outline

Course Title: Technical Writing

Semester Course Prefix and Number: ENGL 1532

Old Quarter Course Prefix and Number: ENGL 120

Submitted By: English Department

Approval Date:

Revision Date:

Number of Credits: 3

Semester(s) Offered: All

Negotiated Class Size:

Number of Lecture Credits: 3

Number of Lab Credits: Number of Lab Hours:

Number of Studio/Demonstration/Internship Credits:

Course Purpose Code:

- 0 – Developmental Courses
- 1 – Non-transferable, General Education
- 2 – Technical course related to career programs
- 3 – College course which has the primary goal of applying certain concepts (e.g. vocal ensemble)
- 4 - Other college course not considered a part of general education (MNTC) e.g. computer science, health, physical education
- 5 – Course which is intended to fulfill the Minnesota Transfer Curriculum (MNTC) requirements.
- 9 – Continuing Education/Customized Training specialized credit course (not occurring in 0-5)

Catalog Description:

This course is a study of the principles of clear writing. Analysis of audience and purposes; research methods, oral presentation, and visual aids are addressed. This course includes the study of business documents, types of reports, instructions and manuals, proposals, and brochures.

Prerequisites and/or recommended entry skills/knowledge:

Course Prerequisite(s): None

Reading Prerequisite: CPT of 72+, or "C" or better in READ 0082 (or previous course READ 098)

Composition Prerequisite: ENGL 1511 (or previous course ENGL 111)

Mathematics Prerequisite: None

Career Programs and Transfer Majors Accessing this Course:

Associate in Applied Science degree programs

Minnesota Transfer Curriculum Goal(s) partially met by this course if applicable: Notes: No more than two goals may be met by any one course. (Curriculum Committee review and the Chief Academic Officer's approval are required).

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| 0. <input type="checkbox"/> None | 6. <input type="checkbox"/> The Humanities and Fine Arts |
| 1. <input checked="" type="checkbox"/> Communications | 7. <input type="checkbox"/> Human Diversity |
| 2. <input type="checkbox"/> Critical Thinking | 8. <input type="checkbox"/> Global Perspectives |
| 3. <input type="checkbox"/> Natural Sciences | 9. <input type="checkbox"/> Ethical and Civic Responsibility |
| 4. <input type="checkbox"/> Mathematical/Logical Reasoning | 10. <input type="checkbox"/> People and the Environment |
| 5. <input type="checkbox"/> History and the Social and Behavioral Sciences | |

Learning outcomes, including any relevant competencies listed in the Minnesota Transfer Curriculum:

The students will:

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

Student assessment methods:

- Written Reports
- Quizzes
- Tests
- Oral presentations

Use of instructional technology (includes software, interactive video and other instructional technologies):

Students utilize computers for word processing and creating visual/graphics

Outline of the major course content:

Contents include Introduction to Technical Writing (principle and elements; audience and purpose analysis); research methods (library and non-library sources). Writing and revising; forms or technical communication (reports, instructions and manuals, proposals, and business formats); graphics; oral presentation and collaboration writing.

Additional special information (special fees, directives on hazardous materials, etc.)

Transfer Information: (Please list colleges/majors that accept this course in transfer.)

Approvals:

| Body | Representative Signatures | Date |
|------------------------|---------------------------|------|
| Curriculum Committee | | |
| Faculty Association | | |
| Meet and Confer | | |
| Chief Academic Officer | | |

Distribution: Original – Administrative Office, Library, Learning Center, Records, Student Services, Curriculum Committee Chair