Course Title: Technical Writing
Submitted By: English Department
Semester Course Prefix and Number: ENGL 1532
Old Quarter Course Prefix and Number: ENGL 120
Number of Credits: 3
Number of Lecture Credits: 3
Number of Lab Credits: 0
Number of Studio/Demonstration/Internship Credits: 0

Course Purpose Code:

- 0 – Developmental Courses
- 1 – Non-transferable, General Education
- 2 – Technical course related to career programs
- 3 – College course not considered part of general education (MNTC) e.g. computer science, health, physical education
- 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:

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

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