COURSE OUTLINE

Faculty are required to have the outline submitted to the Academic Affairs Office. The course outline is the form used for approval of new courses by the Collegewide Curriculum Committee.

DEPT. English COURSE NO. 2276

NUMBER OF CREDITS: 3

COURSE TITLE: Technical Writing

CATALOG DESCRIPTION: Provides instruction and experience in composing and editing various types of professional and technical writing. Assignments include a professional research paper.

AUDIENCE: Students who have had one or more writing courses. Any student who needs to write in the workplace.

FULFILLS MN TRANSFER CURRICULUM AREA(S): Area 1 by meeting the following competencies: a, b, c, d, e, f, and g. This course is an alternative for ENGL 1102 in the Minnesota Transfer Curriculum.

PREREQUISITES OR NECESSARY ENTRY SKILLS/KNOWLEDGE: Composition 1101.

LENGTH OF COURSE One semester

THIS COURSE IS USUALLY OFFERED:
Every other year ☐ fall x spring x summer undetermined ☐

Four goals are emphasized in course at Minnesota West Community & Technical College:

1) ACADEMIC CONTENT: The academic objectives of this course are to review, refine and practice technical writing processes and to create technical and professional documents.

2) THINKING SKILLS: This course will help students improve the effectiveness of their thinking skills through analysis, criticism, and discussion of the ideas, strengths and weaknesses of the writing in model papers and projects, their own writing, and the writing of their peers.

3) COMMUNICATIONS SKILLS: This course will help students improve their written communication skills through class discussion, frequent writing assignments, exposure to examples of successful writing by others, and diverse writing projects, including collaborative projects.

4) HUMAN DIVERSITY: This course will help students recognize, understand, and appreciate human diversity through reviewing audience needs and considering social and cultural issues. Students will learn to create documents for various types of audiences.
• TOPICS TO BE COVERED: The technical writing process, and various types of writing projects which may include the following: short analysis papers, checklists, memos, e-mails, surveys, instructions, audience analyses, technical descriptions, web pages, presentations, letters, brochures, posters, and resumes. Some of the projects will include research components.

LIST OF EXPECTED COURSE OUTCOMES:
1. Students will understand the definition of technical writing.
2. Students will understand the technical writing processes.
3. Students will understand the research component.
4. Students will understand the basic components of document design.
5. Students will demonstrate the ability to organize documents after considering usage, audience, and purpose.
6. Students will develop and improve their critical thinking skills.
7. Students will develop and practice good revising and editing skills.

LEARNING/TEACHING TECHNIQUES used in the course are:
- x Collaborative Learning
- x Problem Solving
- x Student Presentations
- Interactive Lectures
- x Creative Projects
- x Individual Coaching
- x Lecture
- Films/Videos Slides
- x Demonstrations
- Other (describe below)
- Lab

ASSIGNMENTS AND ASSESSMENTS FOR THIS CLASS INCLUDE:
- x Reading
- x Tests
- x Individual Projects
- x Oral Presentations
- x Worksheets
- x Collaborative Projects
- x Textbook Problems
- x Papers
- x Portfolio
- x Group Problems
- x Term Paper
- Other (describe below)

EXPECTED STUDENT LEARNING OUTCOMES: This course will prepare students to communicate more successfully in the workplace. Students will become familiar with various types of technical and professional writing. Successful students will understand that writing is a process they can learn, not a gift they must inherit. They will become more confident and competent thinkers and writers through practice and revision.

The information in this course outline is subject to revision

Veteran Services: Minnesota West is dedicated to assisting veterans and eligible family members in achieving their educational goals efficiently. Active duty and reserve/guard military members should advise their instructor of all regularly scheduled military appointments and duties that conflict with scheduled course requirements. Instructors will make every effort to work with the student to identify adjusted timelines. If you are a veteran, please contact the Minnesota West Veterans Service Office.

To receive reasonable accommodations for a documented disability, please contact the campus Student Services Advisor or campus Disability Coordinator as arrangements must be made in advance. In addition, students are encouraged to notify their instructor.

This document is available in alternative formats to individuals with disabilities by contacting the Student Services Advisor or by calling 800-658-2330 or Minnesota Relay Service at 800-627-3529 or by using your preferred relay service.

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