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. General Studies COURSE NO. GSCM 1120

NUMBER OF CREDITS: 2

COURSE TITLE Technical Writing

CATALOG DESCRIPTION This course covers both internal and external reports used in business and industry such as proposals, abstracts, interoffice communications, and technical reports. Students are exposed to formats, visuals, and documentation methods used in technical report writing. Students study writing as a process while researching and writing technical reports.

AUDIENCE Primarily, students enrolled in technical programs.

FULFILLS MN TRANSFER CURRICULUM AREA(S) (Leave blank if not applicable)

Area: by meeting the following competencies:
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PREREQUISITES OR NECESSARY ENTRY SKILLS/KNOWLEDGE:

LENGTH OF COURSE Fifteen Weeks

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

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

1) ACADEMIC CONTENT: The academic objectives of this class are:
   a. to determine what are the characteristics of technical writing
   b. to determine what are the measures of excellence in technical writing
   c. to generate effective technical communication

2) THINKING SKILLS: This course will help students improve the effectiveness of their thinking skills through:
   a. a challenging array of communication activities that require students to think for themselves about possible strategies and outcomes
   b. student program-related matters to be communicated and/or resolved
   c. dynamic, thought-provoking, illuminating lectures on the subject of communication
3) COMMUNICATIONS SKILLS: This course will help students improve their oral and written communication skills through:
   a. numerous writing assignments to be evaluated by classmates and instructor
   b. students’ participation in both class and small-group discussion activities
   c. frequent reading assignments related to communication strategies and theories

4) HUMAN DIVERSITY: this course will help students recognize, understand, and appreciate human diversity through:
   a. assignments that require students to consider diversity among audience members

TOPICS TO BE COVERED:

| a. Aspects of and measures of excellence in technical communication | f. Document design and graphics |
| b. The writing process                                              | g. Memo, letter, and email writing |
| c. Collaborative writing                                            | h. Job-application materials    |
| d. Audience and purpose analysis                                    | i. Report writing, both formal and informal |
| e. The drafting and revising definitions and descriptions           | j. Writing instructions and manuals |

LIST OF EXPECTED COURSE OUTCOMES: By the close of the semester, students who successfully complete the course will be prepared for a variety of job-related writing and communication situations, including letters, memos, reports (both formal and informal), job-application materials, manuals, instructions, and proposals. These students will demonstrate an understanding of and the practice of the writing process (plan, draft, revise, and edit); moreover, they will demonstrate an awareness of the importance of purpose and audience when communicating.

LEARNING/TEACHING TECHNIQUES used in the course are:

XX Collaborative Learning
☐ Student Presentations
☐ Creative Projects
XX Lecture
☐ Demonstrations
☐ Lab

XX Problem Solving
☐ Interactive Lectures
☐ Individual Coaching
☐ Films/Videos/Slides
☐ Other (describe below)

1. computer-generated presentations
2. Internet materials

ASSIGNMENTS AND ASSESSMENTS FOR THIS CLASS INCLUDE:

XX Reading
☐ Oral Presentations
XX Textbook Problems
XX Group Problems
☐ Other (describe below)

XX Tests
☐ Worksheets
XX Papers
☐ Term Paper

☐ Individual Projects
☐ Collaborative Projects
☐ Portfolio

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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