



TECHNICAL WRITING — ENGL 1200

A. Course Description

- **Credits:** 3.00
- **Lecture Hours/Week:** 3.00
- **Lab Hours/Week:** 0.00
- **OJT Hours/Week:** 0
- **Prerequisites:**
 - ENGL 0114: College Reading I
 - ENGL 0114: College Reading I
 - ENGL 0140: Developing College Writing Skills
 - READ 0110: College Reading Boost
 - READ 0140: Developing College Reading Skills
- **Corequisites:** None
- **MnTC Goals:**
 - 01 – Communication

This course is designed to enhance students' abilities to write technical documents. The content covered will include proposals, research reports, technical manuals, feasibility studies, and process reports. Pre-requisites: Students must score 70 or above on the Accuplacer Reading assessment to register for this course. Co-requisite: If students score between 51 and 69, they can register for this course, but must concurrently take ENGL 0110 College Reading Boost. Meets MnTC Goal 1

B. Course Effective Dates: 3/16/99 – Present

C. Outline of Major Content Areas

1. Cite visuals used from other sources.
2. Create a variety of visual aids.
3. Design documents.
4. Insert visuals into documents.
5. Organize documents.
6. Organize information logically.
7. Plan documents.
8. Present information clearly.

D. Learning Outcomes

1. Analyze the work place audience.
2. Create a variety of written documents for the technical work place.
3. Use effective document design.

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. Participate effectively in groups with emphasis on listening, critical and reflective thinking, and responding.
3. Locate, evaluate, and synthesize in a responsible manner material from diverse sources and points of view.
4. Select appropriate communication choices for specific audiences.
5. Construct logical and coherent arguments.
6. Use authority, point-of-view, and individual voice and style in their writing and speaking.
7. Employ syntax and usage appropriate to academic disciplines and the professional world.

F. Learner Outcomes Assessment

As noted on course syllabus

G. Special Information

None noted