A. Course Description

- **Credits:** 3.00
- **Lecture Hours/Week:** 3.00
- **Lab Hours/Week:** 0.00
- **OJT Hours/Week:** 0
- **Prerequisites:** None
- **Corequisites:** None
- **MnTC Goals:** None

This is a basic writing course that introduces students to the primary principles of college composition and professional writing skills. The courses primary skill areas include organizational development, refined grammar and punctuation execution, proper paragraph development, short essay construction, proofreading skills, audience recognition, and rules for formatting.

B. Course Effective Dates: 4/23/18 – Present

C. Outline of Major Content Areas

   As noted on course syllabus

D. Learning Outcomes

1. Analyze/edit peer essays
2. Choose a point of view
3. Construct complete sentences
4. Correct preposition problems
5. Correct pronoun problems
6. Correct run-on sentences
7. Correct sentence fragments
8. Correct subject/verb agreement
9. Demonstrate ability to write analytically
10. Demonstrate ability to write concisely
11. Demonstrate ability to write precisely
12. Demonstrate appropriate note taking
13. Demonstrate arrangement of information styles
14. Demonstrate critical thinking
15. Demonstrate editing techniques
16. Demonstrate good transition/flow of paragraphs
17. Demonstrate persuasive writing
18. Demonstrate proofreading techniques
19. Demonstrate use of appropriate style and document type
20. Describe a process
21. Examine library and field resources
22. Explain elements of direct and indirect approach
23. Explain good public relations
24. Explain the steps of a process
25. Handle difficult grammar and punctuation issues
26. Identify document design
27. Identify end punctuation rules
28. Identify ethical issues
29. Identify liability issues
30. Identify the purpose and task of writing situation
31. Participate in peer response groups
32. Summarize technical information
33. Use research gathering strategies
34. Write a usable outline
35. Write coherent paragraphs
36. Write descriptive paragraphs
37. Write journal entries
38. Write topic sentences

E. Minnesota Transfer Curriculum Goal Area(s) and Competencies

F. Learner Outcomes Assessment
   As noted on course syllabus

G. Special Information
   None noted