A. COURSE DESCRIPTION
   Credits: 3
   Lecture Hours/Week: *.*
   Lab Hours/Week: *.*
   OJT Hours/Week: *.*
   Prerequisites: None
   Corequisites: None
   MnTC Goals: None
   Instruction and practice in writing about technical materials and subjects.

B. COURSE EFFECTIVE DATES: 05/18/2001 - Present

C. OUTLINE OF MAJOR CONTENT AREAS
   1. Develop expertise in professional writing and professional writing practices.

D. LEARNING OUTCOMES (General)
   1. be introduced to creating documents used to perform tasks - the kind of writing you'll be reading, using and will write as a professional
   2. look at composing, revising, and editing resumes, instructions, and proposals.
   3. practice working collaboratively in groups
   4. work with online writing tools that facilitate professional collaboration.

E. Minnesota Transfer Curriculum Goal Area(s) and Competencies
   None

F. LEARNER OUTCOMES ASSESSMENT
   As noted on course syllabus

G. SPECIAL INFORMATION
   None noted