

# North Hennepin Community College

## ENGL 1140: Professional Writing

### A. COURSE DESCRIPTION

Credits: 3

Lecture Hours/Week: \*.\*

Lab Hours/Week: \*.\*

OJT Hours/Week: \*.\*

Prerequisites: None

Corequisites: None

MnTC Goals: None

This course offers students the opportunity to improve their writing skills and adapt them for professional communication. Students will focus on assessing purpose, audience, credibility, style, clarity/correctness, and format to determine appropriate approaches to a range of written and electronic communication, including memos, letters, employment documents, and proposals/reports.

### B. COURSE EFFECTIVE DATES: 05/20/2013 - Present

### C. OUTLINE OF MAJOR CONTENT AREAS

1. Course materials, activities, and assignments will cover fundamentals of effective messages in professional settings with an emphasis on understanding purpose, analyzing audience, achieving credibility, and formatting appropriately.
2. Assignments may involve study of letters, memos, and emails; job application materials; visual information; research reports.

### D. LEARNING OUTCOMES (General)

1. Understand/demonstrate the writing processes used by professionals in work settings, including invention, organization, drafting, revision, editing and presentation. (NHCC ELO 2)
2. Analyze sample texts from professional settings, share and critique drafts of student work, and participate in class discussions to collaboratively explore professional contexts, develop and challenge criteria for effective writing in those contexts, and respond to questions and challenges posed by the instructor, course material, and fellow students. (NHCC ELO 2)
3. Locate, evaluate, and synthesize material from diverse sources and points of view to support professional dialogue, such as reports, announcements, and other professional communication. (NHCC ELO 2)
4. Select appropriate communication channels and formats for specific audiences and purposes in a range of professional settings. (NHCC ELO 2)
5. Construct logical and coherent arguments in texts suitable for distribution in professional settings. (NHCC ELO 2)

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

None

### F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

## **G. SPECIAL INFORMATION**

2. Intellectual and Practical Skills--Including: Inquiry and analysis; Critical and creative thinking; Written and oral communication; Quantitative literacy; Information literacy; Teamwork and problem solving.