

# Dakota County Technical College

## ENGL 1200: Technical Writing

### A. COURSE DESCRIPTION

Credits: 3

Lecture Hours/Week: 3

Lab Hours/Week: \*.\*

OJT Hours/Week: \*.\*

Prerequisites:

This course requires the following prerequisite

A score of 70 on test Accuplacer Reading Comprehension

Corequisites: None

MnTC Goals: Goal 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:** 03/17/1999 - Present

### C. OUTLINE OF MAJOR CONTENT AREAS

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

### D. LEARNING OUTCOMES (General)

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

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

### Goal 01 - Communication

1. Use authority, point-of-view, and individual voice and style in their writing and speaking.
2. Employ syntax and usage appropriate to academic disciplines and the professional world.
3. Understand/demonstrate the writing and speaking processes through invention, organization, drafting, revision, editing and presentation.
4. Participate effectively in groups with emphasis on listening, critical and reflective thinking, and responding.
5. Locate, evaluate, and synthesize in a responsible manner material from diverse sources and points of view.
6. Select appropriate communication choices for specific audiences.

## **F. LEARNER OUTCOMES ASSESSMENT**

As noted on course syllabus

## **G. SPECIAL INFORMATION**

None noted