COMMON COURSE OUTLINE: Course discipline/number/title: ENGL 1109: Introduction to Technical Communication

A. CATALOG DESCRIPTION
   1. Credits: 3
   2. Hours/Week: 3
   3. Prerequisites (Course discipline/number): College level reading and writing skills
   4. Co-requisites (Course discipline/number): None
   5. MnTC Goals (if any): Goal 1/Written and Oral Communication, Goal 2/Critical Thinking

This course focuses on the types of writing found in business and technical settings. Students learn to plan, write, revise, and present a range of technical documents following the format and style guidelines of their profession. Textual and visual elements of design are studied and utilized, as well as internet-specific document design and presentation. Collaboration, communication in the professional setting, and technical documentation for the student’s field of study are included.

B. DATE LAST REVISED (Month, year): November, 2011

C. OUTLINE OF MAJOR CONTENT AREAS:
   1. Define the purpose and audience for communication
   2. Plan, write, and revise memos, letters and emails
   3. Plan, write, and revise descriptions
   4. Plan, write, and revise reports
   5. Plan, write, and revise instructions and processes
   6. Plan, write, and revise proposals
   7. Use images, graphics, and other elements of visual design to enhance documents
   8. Edit technical documents
   10. Work collaboratively to create technical processes and/or products

D. LEARNING OUTCOMES (GENERAL): The student will be able to:
   1. Plan, write, and revise with purpose and audience in mind.
   2. Write a variety of technical documents for usage in professional settings.
   3. Understand the value and usage of visual elements in document design.
   4. Use critical thinking skills to combine technical communication elements with a relevant topic in their profession.
   5. Revise, edit, and assess various forms of technical communication.
   6. Work collaboratively and constructively with their classmates.

E. LEARNING OUTCOMES (MNTC):
Goal 1/Written and Oral Communication: Students will be able to:
   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. Select appropriate communication choices for specific audiences.
   4. Construct logical and coherent arguments.
   5. Use authority, point-of-view, and individual voice and style in their writing and speaking.
   6. Employ syntax and usage appropriate to academic disciplines and the professional world.

Goal 2/Critical Thinking: The student will be able to:
   1. Gather factual information and apply it to a given problem in a manner that is relevant, clear, comprehensive, and conscious of possible bias in the information selected.
   2. Imagine and seek out a variety of possible goals, assumptions, interpretations, or perspectives, which can give alternative meanings or solutions to given situations or problems.
   3. Recognize and articulate the value assumptions, which underlie and affect decisions, interpretations, analyses, and evaluations made by ourselves and others.
F. METHODS FOR EVALUATION OF STUDENT LEARNING:
1. Quizzes
2. Discussions
3. Writing assignments
4. Essays
5. Design assignments
6. Presentations
7. Case studies
8. Group projects
9. Online versions of all these methods

G. RCTC CORE OUTCOME(S) ADDRESSED:
- [x] Communication
- [ ] Civic Responsibility
- [x] Critical Thinking
- [ ] Personal/Professional Accountability
- [ ] Global Awareness/Diversity
- [ ] Aesthetic Response

H. SPECIAL INFORMATION (if any): None