

**Course discipline/number/title: ENGL 1109: Introduction to Professional and Technical Communication**

**A. CATALOG DESCRIPTION**

- 1. Credits: 3**
- 2. Hours/Week: 3**
- 3. Prerequisites (Course discipline/number):** None
- 4. MnTC Goals (if any):** Goal 1/Written and Oral Communication, Goal 9/Ethical and Civic Responsibility

This course focuses on the types of writing found in business, professional 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. The ethical responsibilities of writer to their organizations, audiences, and society are recurring theme. Recommended skills include: college level reading and writing.

**B. DATE LAST REVISED (Month, year):** November, 2016

**C. OUTLINE OF MAJOR CONTENT AREAS:**

1. Audience
2. Document types
  - a) Memos, letters and emails
  - b) Descriptions
  - c) Reports
  - d) Proposals
3. Images, graphics, and other elements of visual design
4. Editing technical and professional documents
5. Websites and documents designed for the internet
6. Collaborative writing
7. Ethics checklists and case study analysis
8. Conflict resolution strategies and collaboration
9. Ethical responsibilities to customers, clients, and the general public

**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 documents for usage in technical and 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 relevant topic in their profession.
5. Revise, edit, and assess various forms of technical and professional communication.
6. Work constructively with their classmates.

**E. LEARNING OUTCOMES (MNTC):**

Goal 1/Written and Oral Communication: The student will be able to:

1. Understand/demonstrate the writing and speaking processes through invention, organization, drafting, revision, editing and presentation.
2. Select appropriate communication choices for specific audiences.
3. Use authority, point-of-view, and individual voice and style in their writing and speaking.
4. Employ syntax and usage appropriate to academic disciplines and the professional world.

Goal 9/Ethical and Civic Responsibility: The student will be able to:

1. Examine, articulate, and apply their own ethical views.
2. Analyze and reflect on the ethical dimensions of legal, social, and scientific issues.
3. Recognize the diversity of political motivations and interests of others.

**F. METHODS FOR EVALUATION OF STUDENT LEARNING:**

Methods may include but are not limited to:

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:**

**Communication.** Students will communicate appropriately for their respective audiences.

**Critical Thinking.** Students will think systematically and explore information thoroughly before accepting or formulating a position or conclusion.

**H. SPECIAL INFORMATION (if any):** None