Common Course Outline for: ENGC 2102: Business and Technical Writing

A. Course Description
1. Number of credits: 3
2. Lecture hours per week: 3
   Lab hours per week: none
3. Prerequisites: Grade C or better in ENGC 1101
4. Co-requisites: None
5. MnTC Goals: 9 (Ethical and Civic Responsibility)

Catalog Description
Students will explore the forms of business and technical writing common in the professions through documents such as memos, emails, reports, proposals, instructions, sales messages, and technical descriptions. Through informed research, students will produce documents while focusing on document design, ethical principles in communication, and a keen sense of audience, purpose, and author.

B. Date last reviewed: January 2020

C. Outline of Major Content Areas

1. Professional correspondence such as inquiry, positive news, negative news, sales and persuasive letters, technical descriptions, instruction sets
2. Employment correspondence such as resumes, job application letters, thank you letters, and career fact sheets
3. Electronic communication

D. Course Learning Outcomes
Upon successful completion of the course, the student will be able to:
1. Research and gather information in professional subject areas for research projects
2. Apply ethical views to business and technical documents (Goal 9a, 2a)
3. Analyze the ethical dimensions of legal, social, and scientific issues in business and technical documents (Goal 9c, 2c)
4. Apply core concepts (audience, purpose, author, context) to business and technical documents and situations (Goal 9b)
5. Work collaboratively to produce business and technical documents for multiple audiences (Goal 2d)
6. Revise documents based on feedback from instructor or peers.

E. Methods for Assessing Student Learning
1. Technical documents
2. Business documents
3. Analyses of ethics in writing
4. Practice Problems and exercises
5. Group Projects and Case studies
6. Audience Analyses
7. Oral Presentations
8. Writing Assignments
9. Quizzes and Exams
10. Group projects, presentations, and case studies

11. **Special Information:** None