Metropolitan State University

WRIT 271 : Technical Writing

A. Course Description

Credits: 3

Prerequisites: WRIT 121 Writing I Intensive
OR
WRIT 131 Writing I
OR
WRIT 132 Written and Visual Communication or placement in a 200-level writing course on the writing assessment offered by Placement Assessment Office.

Lab Hours/ Weeks: Corequisites: None

Lecture Hours/ Week :

MnTC Goals: Goal 01 - Communication

In this course, students create a variety of documents, including technical memos, manuals, proposals and reports. Emphasis is placed on document design, effective organization and readability. This course especially benefits managers or technical employees who need to communicate technical information to business or general audiences.

B. Course Effective Dates: 08/01/1998 - 09/05/1999 09/06/1999 - Present

C. Outline of Major Content Areas:

See Course Description for major content areas.

D. Learning Outcomes (General)

1. Demonstrate awareness of the demands of rhetorical situations by using appropriate genres and generic conventions, developing effective organizational patterns, persuasive arguments.
2. Demonstrate linguistic and textual competence marked by correct grammar and punctuation, effective sentence structure, and unified, coherent, and complete paragraphs.
3. Develop effective formal presentations with visual aid support.
4. Select sufficient and fitting content for documents, including effective graphics.
5. Work confidently and effectively in an online environment to accomplish a major team writing project using established communication tools. Employ collaboration skills, such as listening, providing feedback, and receiving feedback.
6. Write appropriate responses to situational and audience constraints.

E. Learning Outcomes (MN Transfer Curriculum)

Goal 01 - Communication
1. Employ syntax and usage appropriate to academic disciplines and the professional world.
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. Construct logical and coherent arguments.
5. Understand/demonstrate the writing and speaking processes through invention, organization, drafting, revision, editing and presentation.
6. Locate, evaluate, and synthesize in a responsible manner material from diverse sources and points of view.
7. Participate effectively in groups with emphasis on listening, critical and reflective thinking, and responding.
G. Special Information

Community Engagement
Note: Students are responsible to both be aware of and abide by prerequisites for WRIT courses for which they enroll, and will be administratively dropped from a course if they have not met prerequisites. Contact CWA Advising at 651.999.5965 for information.