A. Course Description

Credits: 2

Lab Hours/ Weeks: Corequisites: None

Lecture Hours/ Week :

MnTC Goals: None

This class begins with students self-assessing their digital skills in several areas, including design for print and digital documents; web tools; visual tools; and project management tools. Students work with the instructor to create a learning contract with the goal of acquiring tools in a certain number of these areas. In order to acquire knowledge of these tools, students complete online tutorials. Only offered S/N.

B. Course Effective Dates: 08/14/2011 - 05/06/2013 05/07/2013 - Present

C. Outline of Major Content Areas:

See Course Description for major content areas.

D. Learning Outcomes (General)

1. To develop a plan to learn software packages, technology skills, and writing skills in (a) targeted career pathway/s to a professional level.
2. To learn the leading software packages, technology skills, and writing skills essential for success in different career pathways within technical communication and professional writing.
3. To demonstrate basic writing, technology, and software skills essential across technical communication and professional writing occupations.
4. To conduct an audience analysis for written and visual products to be developed.
5. To determine how to develop/adapt a product that is effective for the audiences for which it is intended.

E. Learning Outcomes (MN Transfer Curriculum)

This contains no goal areas.

G. Special Information

None