

**Fond du Lac Tribal and Community College**  
**COURSE OUTLINE FORM**

Updated 9/23/14

Please return this form to the college vice president of academic affairs and the chairperson of the Academic Affairs and Standards Council (AASC)

1. Prepared by: \_\_\_\_\_

2. Date submitted: \_\_\_\_\_

3. Date approved: \_\_\_\_\_ Date revised 10/14/14, 05/13/15, 10/23/19

4. Department/discipline: English

5. Department(s) endorsement(s): \_\_\_\_\_

(Signatures of the person(s) providing the endorsement are required.)

6. Course Title: Writing for Professionals

Abbreviated course title (25 characters or less): \_\_\_\_\_

7. Course Designator: ENGL 8. Course Level: 1120 9. 2XXX

10. Number of Credits: Lecture 3 Lab \_\_\_\_\_

11. Control Number (on site) 30 Control Number (online) 25

12. Catalog/Course description:

This course teaches the fundamentals of writing and communicating professionally, especially in our digital age. Students will learn how to write clear, concise, and persuasive workplace documents with special attention paid to the audience, tone, style, and purpose of any given message. Students will practice drafting, writing, and editing a variety of assignments, including emails, letters, blogs, newsletters, webpages, résumés, formal business letters, proposals, short reports, and presentations. This course fulfills the second semester English requirement. (Prerequisite: Student must have completed ENGL 1101) (Meets MnTC goal area 1).

13. Course prerequisite(s) or co-requisite(s): Accuplacer scores/ Other courses

Prerequisite(s): Student must have completed ENGL 1101 College Composition

Co-requisite:

14. **Course Materials** (Recommended course materials and resources. List all that apply, e.g. textbooks, workbooks, study guides, lab manuals, videos, guest lecturers).

Kolin, Philip C. *Successful Writing at Work*. 7<sup>th</sup> ed. Houghton Mifflin, 2004

15. **Course Content** (Provide an outline of major topics covered in course)

1. Writing skills review
  - a. Writing process
  - b. Paragraphs
  - c. Sentences
  - d. Words
  - e. Using the computer
2. Correspondence

- a. E-mail, faxes, memos
- b. Letters
- 3. Writing to get a job
  - a. Résumés
  - b. Cover letters
  - c. Applications
  - d. Interviews
- 4. Designing visuals
- 5. Designing documents and websites
- 6. Writing instructions, proposals, and reports

#### 16. **Learning Goals, Outcomes, and Assessment**

At FDLTCC we have 4 Competencies Across the Curriculum (CAC) areas. They are as follows:

- A. Information Literacy (the ability to use print and/or non-print tools effectively for the discovery, acquisition, and evaluation of information)
- B. Ability to Communicate (the ability to listen, read, comprehend, and/or deliver information in a variety of formats.)
- C. Problem Solving (the ability to conceptualize, apply, analyze, synthesize, and/or evaluate information to formulate and solve problems.)
- D. Culture (knowledge of Anishinaabe traditions and culture, knowledge of one's own traditions and culture, knowledge of others' traditions and cultures, culture of work, culture of academic disciplines and/or respect for global diversity.)

*Course learning outcomes will fulfill the identified competencies.*

#### *Course Learning Outcomes*

Upon completion of this course, students will be able to:

- 1. Produce visuals such as charts, graphs, diagrams, and drawings using a computer program.
- 2. Communicate in a business-like manner through email.
- 3. Understand/demonstrate the writing and speaking processes through invention, organization, drafting, revision, editing, and presentation.
- 4. Participate effectively in groups with emphasis on listening, critical and reflective thinking, and responding.
- 5. Locate, evaluate, and synthesize in a responsible manner material from diverse sources and points of view.
- 6. Select appropriate communication choices for specific audiences.
- 7. Construct logical and coherent arguments.
- 8. Use authority, point-of-view, and individual voice and style in their writing and speaking.
- 9. Employ syntax and usage appropriate to academic disciplines and the professional world.
- 10. Locate, evaluate, and synthesize in a responsible manner material from diverse sources and points of view.
- 11. Produce workplace writing directed toward foreign audiences.
- 12. Produce workplace writing directed toward audiences in the USA whose first language is not English.

17. **Minnesota Transfer Curriculum (MnTC):** If this course fulfills an MnTC goal area, state the goal area and list the goals and outcomes below:

See [www.mntransfer.org](http://www.mntransfer.org)

Goal Area(s): 1

Goal and Outcomes:

Goal 1: Communication

9/23/14