2/11/2025 DATE
☑ REQUIRED COURSE
☐ ELECTIVE COURSE

HUM DIVISION
☐ NEW COURSE
☑ REVISION

Lake Land College

Course Information Form

COURSE NUMBER:	ENG-050		**TITLE:** *(30 Characters Max)*	Writing for Industry							
SEM CR HRS:	3.0	**Lecture:**	3.0	**Lab:**	0.0	**ICCB Lab:**	0.0	**ECH:**	3.0		
Course Level:	☐ Gen Ed / IAI ☐ Baccalaureate /Non-IAI ☑ Career/Technical ☐ Dev Ed/ Not in Degree Audit			**Clinical Practicum:**	0.0	**Work-based Learning**	0.0	**WBL ECH:**	0.0		
Course PCS & CIP:	12- 23.1301		**IAI Code:**	N/A				**Contact Hours (Minutes/Week)**			
Repeatable (Y/N):	N	**Pass/Fail (Y/N):**	N	**Variable Credit (Y/N):**	N	**Min:**		**Max:**		**16 Wks**	150	**8 wks**	300
Prerequisites:	None										
Corequisites:	None										
Catalog Description: (40 Word Limit)	Students will learn strategies for writing essays, instruction manuals, proposals, reports and career documents as well as deliver oral presentations to prepare them for a profession in industry. Students will practice research strategies by using library resources and the internet.										

List the Major Course Segments (Units)	Contact Lecture Hours	Contact Lab Hours	Clinical Practicum	Work-based Learning
Report writing process	15			
Writing in industry	15			
Basic research and documentation	5			
Writing and presenting visual aids	5			
Writing fundamentals	5			
TOTAL	45	0	0	0

EVALUATION							
QUIZZES	☑	EXAMS	☑	ORAL PRES	☑	PAPERS	☑
LAB WORK	☐	PROJECTS	☑	COMP FINAL	☐	OTHER	☑

COURSE MATERIALS		
TITLE:	Successful Writing at Work	Keys for Writers
AUTHOR:	Phillip C. Kolin	Ann Raimes
PUBLISHER:	Cengage	Cengage
VOLUME/EDITION/URL:	12th edition ISBN: 9780357656471	8th edition ISBN: 1305956753
COPYRIGHT DATE:	2023	2018

MAJOR COURSE SEGMENT	HOURS	LEARNING OUTCOMES
		The student will be able to:
Report writing process	15	1. Illustrate the elements of report writing. 2. Develop strategies for choosing a topic. 3. Execute proofreading and revision techniques. 4. Develop collaborative work through written and oral assignments. 5. Draft, revise and edit writing projects. 6. Execute basic word processing and computer skills. 7. Produce at least 10 pages of written report materials.
Writing in industry	15	1. Write definitions, technical descriptions and process descriptions of procedures in industry. 2. Create effective cover letters, resumes, letters of application and follow-up letters. 3. Prepare for interviews. 4. Utilize effective and ethical communication in the work environment. 5. Produce at least 12 pages of industry writing.
Basic research and documentation	5	1. Utilize resources from the library and internet. 2. Construct interviews and surveys with industry workers. 3. Generate assigned style of documentation.

Writing and presenting visual aids	5	1. Build visual aids for reports and presentations. 2. Formulate facts and figures in a chart, graph or diagram. 3. Incorporate rhetorical strategies to guide the audience. 4. Pace a speech and answer questions from the audience.
Writing fundamentals	5	1. Identify errors in format, spelling, grammar and punctuation. 2. Review personal and compositions.
	45	

Outcomes*	Outcome Title	At the successful completion of this course, students will be able to:
Course Outcome 1	Instructions	Produce detailed instructions to complete a step-by-step written procedure.
Course Outcome 2	Present	Present proposals and visual aids to peers.
Course Outcome 3	Grammar Mechanics	Produce industry-related materials that are free from grammatical and mechanical errors.
Primary Laker Learning Competency	Creative Thinking & Problem Solving: Students think creatively to solve problems.	
Secondary Laker Learning Competency	Communication: Students communicate through the exchange of information.	

**Course and program outcomes will be used in the software for outcomes assessment and should include at least 1 primary and 1 secondary Laker Learning Competency. Limit to 3-5.*