6/8/2023   DATE   HUM   DIVISION
☑   REQUIRED COURSE   ☐   NEW COURSE
☐   ELECTIVE COURSE   ☑   REVISION

Lake Land College
Course Information Form

COURSE NUMBER:	ENG-050		TITLE: *(30 Characters Max)*		Writing for Industry			
SEM CR HRS:	3	Lecture:		3		Lab:	0	ECH:	3

Course Level:	☐ Gen Ed / IAI ☑ Career/Technical		Clinical Practicum:	0	SOE/ Internship:	0	SOE ECH:	0
	☐ Baccalaureate /Non-IAI ☐ Dev Ed/ Not in Degree Audit							

COURSE PCS #	12 23.1301	IAI Code		Contact Hours (Minutes Per Week)	
Repeatable (Y/N):		Pass/Fail (Y/N):	Variable Credit (Y/N):	Min:	Max:	16 Wks	150	8 wks	300

Prerequisites:	None
Catalog Description: (40 Word Limit)	Students will learn strategies for writing essays, instructions manuals, proposals, reports, 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	Non-Clinical Internship/ SOE
1	Report Writing Process	15			
2	Writing in Industry	15			
3	Basic Research and Documentation	5			
4	Writing and Presenting Visual Aids	5			
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	
AUTHOR:	Kolin, Phillip C	
PUBLISHER:	Cengage	
VOLUME/EDITION/URL:	12th	
COPYRIGHT DATE:	2023	ISBN: 9780357656471

TITLE:	Keys for Writers	
AUTHOR:	Ann Raimes	
PUBLISHER:	Cengage	
VOLUME/EDITION/URL:	8th	
COPYRIGHT DATE:	2018	ISBN: 1305956753

MAJOR COURSE SEGMENT	HOURS	LEARNING OUTCOMES
		The student will be able to:
Report Writing Process	15	1. Understand the elements of report writing: thesis, focus, support, organization, purpose, and audience. 2. Develop strategies and skills for choosing a topic, brainstorming, outlining, note taking, and drafting. 3. Understand proofreading and revision techniques through both individual and peer review. 4. Develop an ability to work and write collaboratively through written and oral endeavors. 5. Draft, revise, and edit writing projects. 6. Learn basic word processing and computer skills, including spacing, page set-up, spell checking and grammar checking, saving, cutting and pasting, and creating headers. 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. Interview effectively, including mock interviews. 4. Demonstrate the ability to communicate effectively and ethically in the work environment. 5. Produce at least 12 pages of industry writing.
Basic Research and Documentation	5	1. Understand and utilize resources from the library and the Internet. 2. Conduct personal interviews and surveys with industry workers from the students' fields. 3. Demonstrate good note-taking skills. 4. Responsibly document borrowed information in the text and in a references page.
Writing and Presenting Visual Aids	5	1. Understand how to build visual aids for written reports and oral presentations. 2. Represent facts and figures in a chart, graph, or diagram. 3. Incorporate rhetorical strategies to help the audience follow ideas. 4. Learn how to pace a speech and answer questions from the audience.
Writing Fundamentals	5	1. Learn to identify surface-level errors. 2. Identify and correct major errors in spelling, grammar, and punctuation. 3. Proofread personal compositions and peer compositions. 4. Demonstrate an ability to spell words properly and use correct grammar.
Insert New Line Above this Line		
	45	

COURSE OUTCOMES*	At the successful completion of this course, students will be able to:
Use critical thinking and logical thought to create detailed instructions in order to complete a written procedure in a step-by-step manner.	
Use adequate description for the reader to follow the details of the list of instructions.	

Course Outcomes will be used in the Assessment Software for Outcomes Assessment. Limit to 3 - 5.