

# Dakota County Technical College

## SMGT 1620: Written Business Communication

### A. COURSE DESCRIPTION

Credits: 1

Lecture Hours/Week: 1

Lab Hours/Week: \*.\*

OJT Hours/Week: \*.\*

Prerequisites: None

Corequisites: None

MnTC Goals: None

Communicate your message directly and effectively to generate the desired results. Become proficient at writing clear and concise memos and letters. Learn to use electronic media effectively. Sharpen those essential writing skills. Prerequisites: None

**B. COURSE EFFECTIVE DATES:** 04/22/1998 - Present

### C. OUTLINE OF MAJOR CONTENT AREAS

### D. LEARNING OUTCOMES (General)

1. communicate
2. use appropriate format for your message
3. use correct sentence and paragraph structure
4. utilize correct grammar and mechanics
5. write complete, yet concise messages

### E. Minnesota Transfer Curriculum Goal Area(s) and Competencies

None

### F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

### G. SPECIAL INFORMATION

None noted