

# Dakota County Technical College

## SMGT 1625: Advanced Business Writing and Communication

### A. COURSE DESCRIPTION

Credits: 1

Lecture Hours/Week: 1

Lab Hours/Week: \*.\*

OJT Hours/Week: \*.\*

Prerequisites: None

Corequisites: None

MnTC Goals: None

Continue to sharpen and expand business writing and communication skills. Learn to use mind mapping for outlines, create an updated resume, and write different types of letters and memos in varied formats. Improve public and employee relations with enhanced communications.

**B. COURSE EFFECTIVE DATES:** 11/28/2000 - Present

### C. OUTLINE OF MAJOR CONTENT AREAS

None

### D. LEARNING OUTCOMES (General)

None

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

None

### F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

### G. SPECIAL INFORMATION

None noted