

Dakota County Technical College

ISTC 1100: Business Communication

A. COURSE DESCRIPTION

Credits: 3

Lecture Hours/Week: 2

Lab Hours/Week: 1

OJT Hours/Week: *.*

Prerequisites: None

Corequisites: None

MnTC Goals: None

This course focuses on the foundations of business communication in the Information Systems Industry. The topics will include developing your business writing skills, correspondence, written and oral business reports, employment communication, as well as topics on the social and ethical implications of Information Systems. Prerequisites: None

B. COURSE EFFECTIVE DATES: 08/20/2007 - 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