

# Dakota County Technical College

## ENGL 1000: Applied Business Writing

### A. COURSE DESCRIPTION

Credits: 3

Lecture Hours/Week: 3

Lab Hours/Week: \*.\*

OJT Hours/Week: \*.\*

Prerequisites: None

Corequisites: None

MnTC Goals: None

This course provides students with the skills needed to effectively communicate in writing in the technical work place. Students will be required to use critical analysis and logical reasoning skills in the preparation of course assignments. Applications focus on specific report formats. The course is for students in technical diploma programs. Offered each semester. Prerequisites: Enrollment by advisor or counselor approval.

**B. COURSE EFFECTIVE DATES:** 08/24/2009 - Present

**C. OUTLINE OF MAJOR CONTENT AREAS**

#### **D. LEARNING OUTCOMES (General)**

1. write clearly
2. write concisely
3. write coherent sentences
4. write coherent paragraphs
5. apply punctuation rules
6. apply grammar rules
7. identify letter format
8. search electronic information sources
9. identify e-mail format
10. cite sources
11. correct common writing errors
12. analyze audience
13. write bad news messages
14. write professional e-mails
15. write a resume
16. write a cover letter
17. write a proposal
18. construct a SWOT analysis
19. compare various forms of business communications
20. write instructions
21. write an executive summary
22. write a business plan
23. learn the 25 most commonly misspelled words
24. increase vocabulary
25. learn contemporary styles of business writing

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

None

#### **F. LEARNER OUTCOMES ASSESSMENT**

As noted on course syllabus

#### **G. SPECIAL INFORMATION**

None noted