

Dakota County Technical College

ADTC 1290: Written Business Communications

A. COURSE DESCRIPTION

Credits: 2

Lecture Hours/Week: 2

Lab Hours/Week: *.*

OJT Hours/Week: *.*

Prerequisites: None

Corequisites: None

MnTC Goals: None

This course covers the process of communication, including writing techniques and strategies. Students learn by completing a range of writing exercises and critical thinking cases. Specific applications focus on letter and memorandum writing and formal and informal reports. Communication skills are emphasized along with e-mail usage.

B. COURSE EFFECTIVE DATES: 05/21/2014 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

D. LEARNING OUTCOMES (General)

1. apply grammar rules
2. apply punctuation rules
3. combine sentence ideas
4. complete Internet assignments
5. correct common writing errors
6. define active voice
7. define passive voice
8. describe communication process
9. describe computer technology communications
10. describe direct writing strategy
11. describe indirect writing strategy
12. expand sentence ideas
13. explain cross-cultural communication
14. identify communication barriers
15. identify different kinds of informational reports
16. identify different report formats
17. identify e-mail format
18. identify informal report guidelines
19. identify letter format
20. identify memorandum format
21. identify need for indirect strategy
22. identify sentence's main idea
23. locate common writing errors
24. present objective data
25. rearrange sentence ideas
26. subtract sentence ideas
27. use English sentence patterns
28. use effective report headings
29. use inclusive language
30. use parallel structure
31. write bad news e-mails
32. write bad news letters
33. write coherent paragraphs
34. write goodwill letters
35. write informational e-mail messages
36. write informational memorandums
37. write informational report
38. write letter first draft
39. write memorandum first draft
40. write persuasive letters
41. write persuasive memorandums
42. write positive response letters
43. write request e-mail messages
44. write request letters

45. write request memorandums
46. write response e-mail messages
47. write response memorandums
48. write using plain language

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

None

F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

G. SPECIAL INFORMATION

None noted