WRITTEN BUSINESS COMMUNICATION — SMGT 1620

A. Course Description
   ○ Credits: 1.00
   ○ Lecture Hours/Week: 1.00
   ○ Lab Hours/Week: 0.00
   ○ OJT Hours/Week: 0
   ○ 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: 4/22/98 – Present

C. Outline of Major Content Areas
   As noted on course syllabus

D. Learning Outcomes
   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

F. Learner Outcomes Assessment
   As noted on course syllabus

G. Special Information
   None noted