



## BUSINESS COMMUNICATION — ISTC 1100

### A. Course Description

- **Credits:** 3.00
- **Lecture Hours/Week:** 2.00
- **Lab Hours/Week:** 1.00
- **OJT Hours/Week:** 0
- **Prerequisites:**
  - ENGL 0140: Developing College Writing Skills
  - READ 0110: College Reading Boost
  - READ 0140: Developing College Reading Skills
  
- **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: 8/20/07 – Present

### C. Outline of Major Content Areas

As noted on course syllabus

### D. Learning Outcomes

As noted on course syllabus

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

### F. Learner Outcomes Assessment

As noted on course syllabus

### G. Special Information

None noted

