A. **Course Description**
   - **Credits:** 3.00
   - **Lecture Hours/Week:** 2.00
   - **Lab Hours/Week:** 1.00
   - **OJT Hours/Week:** 0
   - **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:** 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