



WRITTEN BUSINESS COMMUNICATIONS — ADMS 1290

A. Course Description

- **Credits:** 2.00
- **Lecture Hours/Week:** 2.00
- **Lab Hours/Week:** 0.00
- **OJT Hours/Week:** 0
- **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: 7/1/16 – Present

C. Outline of Major Content Areas

As noted on course syllabus

D. Learning Outcomes

1. Complete different writing assignments: e-mail, informational letter/direct request, response memorandum, and a claim denial.
2. Describe and identify the communication process, direct and indirect writing strategies, communication barriers, and technological communications.
3. Identify different types of reports, memos, e-mails, letters, informational and analytical report formats, persuasive messages, adjustment letters, positive and negative messages, and goodwill messages.
4. Locate and apply grammar and proofreading skills by finding punctuation errors, combine sentences, define passive voice, sentence fragments, comma splices, and run-ons.
5. Understand different writing formats, utilizing proper formatting with headings, bulleted points, numbered lists, sentence structure, and coherent paragraphs.

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

F. Learner Outcomes Assessment

As noted on course syllabus

G. Special Information

None noted