Metropolitan State University

WRIT 261 : Business Writing

A. Course Description

Credits: 3

Prerequisites: WRIT 121 Writing I Intensive
OR
WRIT 131 Writing I
OR
WRIT 132 Written and Visual Communication or placement in a
200-level writing course on the writing assessment offered by
Placement Assessment Office.

Lab Hours/ Weeks: Corequisites: None

Lecture Hours/ Week :

MnTC Goals: Goal 01 - Communication

B. Course Effective Dates: 08/01/1998 - 09/05/1999 09/06/1999 - 05/05/2015

C. Outline of Major Content Areas:

See Course Description for major content areas.

D. Learning Outcomes (General)

1. Able to analyze and evaluate audience, purpose, and situation.
2. Be able to create visuals such as tables, graphs, bar charts, and pie charts.
3. Conceptualize, write, revise, and edit effective business documents, including memos, emails, letters, resumes, cover letters, research reports, designed documents, instructions, proposals, short reports, and the long report.
4. Have experience making an oral presentation with accompanying presentation and software slides.
5. Know how to work as part of a collaborative team
6. Recognize the ethical implications of business communication.

E. Learning Outcomes (MN Transfer Curriculum)

Goal 01 - Communication

1. Employ syntax and usage appropriate to academic disciplines and the professional world.
2. Select appropriate communication choices for specific audiences.
3. Use authority, point-of-view, and individual voice and style in their writing and speaking.
4. Construct logical and coherent arguments.
5. Understand/demonstrate the writing and speaking processes through invention, organization, drafting, revision, editing and presentation.
6. Locate, evaluate, and synthesize in a responsible manner material from diverse sources and points of view.
7. Participate effectively in groups with emphasis on listening, critical and reflective thinking, and responding.

G. Special Information
Note: Students are responsible to both be aware of and abide by prerequisites for WRIT courses for which they enroll, and will be administratively dropped from a course if they have not met prerequisites. Contact CWA Advising at 651.999.5965 for information.