

**MESABI RANGE COMMUNITY & TECHNICAL COLLEGE – VIRGINIA/EVELETH
COURSE OUTLINE**

Course Title: Technical Communications
Quarter Course Prefix and Number: GSCM 1505 & 1525
Semester Course Prefix and Number: GEDC 2176

Approval Date:
Revision Date:

Number of Credits: 2 **Number of Lecture Credits:** 2 **Number of Lab Credits:**
Semester(s) Offered: **Number of Studio/Discussion Credits:**

Course Purpose Code:

- 0 – Developmental Courses
- 1 – General Studies (Eveleth Campus only)
- 2 – Technical course related to career programs
- 3 – College course which has the primary goal of applying certain concepts (e.g. vocal ensemble)
- 4 - Other college course not considered a part of general education (MNTC) e.g. computer science, health, physical education
- 5 – Course which is intended to fulfill general education, Minnesota Transfer Curriculum (MNTC) requirements.
- 9 – Continuing Education/Customized Training specialized credit course (not occurring in 0-5)

Catalog Description:

This course provides the student with practical knowledge and experience in communication processes. It is also an opportunity to participate in various written and speaking situations he or she will find in business, industry, or trade. It is a study of the principles of clear speaking, listening and writing as they apply to job situations. The work will include the following: analysis of purpose and audience, effective organization and methods, the writing process, and the elements of formatting.

Prerequisites and/or recommended entry skills/knowledge:

Course Prerequisite(s): Passing score on ASAP test as per program requirements.
Reading Prerequisite:
Composition Prerequisite:
Mathematics Prerequisite:

Career Programs and Transfer Majors Accessing this Course:

Minnesota Transfer Curriculum Goal(s) partially met by this course if applicable: Notes: No more than two goals may be met by any one course. (Curriculum Committee review and the Vice President of Academic Affairs approval are required).

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| 0. <input checked="" type="checkbox"/> None | 6. <input type="checkbox"/> The Humanities and Fine Arts |
| 1. <input type="checkbox"/> Communications | 7. <input type="checkbox"/> Human Diversity |
| 2. <input type="checkbox"/> Critical Thinking | 8. <input type="checkbox"/> Global Perspectives |
| 3. <input type="checkbox"/> Natural Sciences | 9. <input type="checkbox"/> Ethical and Civic Responsibility |
| 4. <input type="checkbox"/> Mathematical/Logical Reasoning | 10. <input type="checkbox"/> People and the Environment |
| 5. <input type="checkbox"/> History and the Social and Behavioral Sciences | |

Learning outcomes, including any relevant competencies listed in the Minnesota Transfer Curriculum:

The student will:

- Explain the relationship between effective communication skills and the achievement of academic and professional success.
- Apply the appropriate strategy, and the qualities of effective messages to plan and develop messages that achieve their intended objective.
- Collect, evaluate, and organize information to plan, develop, and prepare oral and written reports.
- Use message formats that are appropriate for the communication situation.
- Discuss and provide examples of the influence of electronic technology on the communication cycle.
- Apply effective decision-making skills to varied communication situations as an individual or as a team member.

Possible student assessment methods:

- Papers
- Oral presentation
- Internet research project
- Essay exams
- Collaborative project

Use of instructional technology (includes software, interactive video and other instructional technologies):

- Videos
- Microsoft Word
- Internet

A one-paragraph summary or outline of the major course content:

- Communication and electronic technology
- Qualities of effective messages
- Planning and developing messages
- Document preparation
- Reports in the workplace
- Planing and presenting an oral presentation

Additional special information (special fees, directives on hazardous materials, etc.)

APPROVALS:

Body	Representative Signatures	Date
Curriculum Committee		
Faculty Association		
Meet and Confer		
Vice President of Academic Affairs		

Distribution: Original – Administrative Office, Library, Learning Center, Records, Student Services