

Course discipline/number/title: POFC 2110: Police Report Writing

- A. CATALOG DESCRIPTION
1. Credits: 2
 2. Hours/Week: 2
 3. Prerequisites (Course discipline/number): POFC 1105 or POFC 1112, ENGL 1117
 4. Other requirements: None
 5. MnTC Goals (if any): NA
- B. COURSE DESCRIPTION: This course's major topics will include field notes, report structure and organization, basic grammar, data retrieval and use, and uses of police reports.
- C. DATE LAST REVISED (Month, year): February, 2023
- D. OUTLINE OF MAJOR CONTENT AREAS:
1. Common spelling words used by Peace Officers
 2. Proper methods of gathering information for reports
 3. Commonly used report forms
 4. Proper methods of report narrative writing
- E. LEARNING OUTCOMES (GENERAL): The student will be able to:
1. Illustrate their ability to correctly spell commonly used words.
 2. Differentiate between interview and interrogation techniques.
 3. Demonstrate their ability to correctly fill out commonly used report forms.
 4. Demonstrate their ability to write a variety of narrative reports.
- F. LEARNING OUTCOMES (MNTC): NA
- G. METHODS FOR EVALUATION OF STUDENT LEARNING: Methods may include but are not limited to:
1. Written tests
 2. Report writing
- H. RCTC CORE OUTCOME(S). This course contributes to meeting the following RCTC Core Outcome(s): Critical Thinking. Students will think systematically and explore information thoroughly before accepting or formulating a position or conclusion.
- I. SPECIAL INFORMATION (if any): None