COURSE OUTLINE
Revision: Roger Bourret, Spring 2008

DEPARTMENT: Academic Programs
CURRICULUM: Applied Academics
COURSE TITLE: Transitional English
COURSE NUMBER: ENGL 103
TYPE OF COURSE: Vocational Preparatory
Special Requirement met: None
AREA(S) OF KNOWLEDGE: None
COURSE LENGTH: 1 quarter
CREDIT HOURS: 5
LECTURE HOURS: 55
LAB HOURS: 0
CLASS SIZE: 24
PREREQUISITES: Appropriate placement testing

Special Note: This course is often taught jointly with ENGL 105/ICT 103. Students follow the ENGL 105 curriculum. In Week 9-10 of the course, based on student performance, the instructor may change the student’s registration to ENGL 105/ICT 103. The student is given “Credit by Exam” for ENGL 103.

COURSE DESCRIPTION:

Improvement of skills required for vocational/technical communications. Assessment of reading, writing and oral improvement. Use of computer to teach Principles of organizing, drafting and editing technical reports.
STUDENT LEARNING OUTCOMES:

1. Communication – Read and listen and communicate. Speak and write effectively for personal, academic and career purposes.
2. Human Relations – Use social interactive skills to work in groups effectively. Recognize the diversity of cultural influences and values.
4. Technology – Select and use appropriate technological tools for personal and academic tasks.
5. Personal Responsibility- Be motivated and able to continue learning and adapt to change. Value one’s own skills, abilities, ideas and art.
6. Take pride in one’s work. Manage personal health and safety. Be aware of civic and environmental issues.
7. Information Literacy – Access and evaluate information from variety of sources and contexts, including technology. Use information to participate in a democratic society.

GENERAL COURSE OBJECTIVES:

At the end of the course the student will:

1. Recognize and write complete sentences
2. Compose an organized paragraph on a technical topic
3. Edit documents for basic grammar and mechanics
4. Use basic information literary tools (appropriate to technical area)

TOPICAL OUTLINE:

I. Review of grammar / usage
II. Review of mechanics
III. Formats of business-technical communication
IV. Oral presentations
V. Working in groups including
VI. Locate and use information

Total hours 55

REVISED BY: Roger Bourret
DATE: Spring 2008
# course title

## Course Prefix and Number

**ENG 103**

## Course Title

**Transitional English**

<table>
<thead>
<tr>
<th>SLO #</th>
<th>Included in Course Objective Number</th>
<th>SSCC Student Learning Outcomes</th>
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</thead>
<tbody>
<tr>
<td>SLO 1.1</td>
<td>1-4</td>
<td>Communication - Read and listen actively</td>
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<tr>
<td>SLO 1.2</td>
<td>1-4</td>
<td>Communication - Speak and write effectively</td>
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<tr>
<td>SLO 2.1</td>
<td></td>
<td>Computation - Use mathematical operations</td>
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<tr>
<td>SLO 2.2</td>
<td></td>
<td>Computation - Apply quantitative skills</td>
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<tr>
<td>SLO 2.3</td>
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<td>Computation - Identify, interpret, and utilize higher level mathematical and cognitive skills</td>
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<tr>
<td>SLO 3.1</td>
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<td>Human Relations - Use social interactive skills to work in groups effectively</td>
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<tr>
<td>SLO 3.2</td>
<td></td>
<td>Human Relations - Recognize the diversity of cultural influences and values</td>
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<td>SLO 4.1</td>
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<td>Critical Thinking and Problem Solving -</td>
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<td>SLO 5.1</td>
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<td>Technology - Select and use appropriate technological tools</td>
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<tr>
<td>SLO 6.1</td>
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<td>Personal Responsibility - Be motivated and able to continue learning and adapt to change</td>
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<td>Personal Responsibility - Value one's own skills, abilities, ideas and art</td>
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<td>Personal Responsibility - Manage personal health and safety</td>
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<td>SLO 6.5</td>
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<td>Personal Responsibility - Be aware of civic and environmental issues</td>
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<td>SLO 7.1</td>
<td>4</td>
<td>Information Literacy - Access and evaluate information</td>
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<tr>
<td>SLO 7.2</td>
<td></td>
<td>Information Literacy - Use information to achieve personal, academic, and career goals, as well as to participate in a democratic society</td>
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</tbody>
</table>

**PREPARED BY:** Roger Bourret  
**DATE:** Spring 2008