DEPARTMENT: Academic Programs
PROGRAM: Applied Academics
COURSE TITLE: Applied Composition
COURSE NUMBER: ENGL 105
TYPE OF COURSE: Vocational/Technical
   Special Requirement Met: None
AREA(S) OF KNOWLEDGE: None
COURSE LENGTH: 1 quarter
CREDIT HOURS: 5 credits
   (with 2-credit ICT 103 Computer Applications)
LECTURE HOURS: 33
LAB HOURS: 0
CLASS SIZE: 24
PREREQUISITES: Appropriate placement testing

COURSE DESCRIPTION:

This course is designed for technical students and serves as an introduction to communication skills required in the workplace. Students will assess, practice, and improve their oral and written communication skills including establishing an audience, gathering and organizing information, and revising and proofreading documents. Ongoing computer use integrates writing with computer skills. Students use an office manual as a reference tool for the mechanics and usage of standard business English.

This course is taught in coordination ICT 103 (Computer Applications 2 credits). Students receive the same grade for both courses.
ENGL 105 Applied Composition
Spring 2008

STUDENT LEARNING OUTCOMES ADDRESSED:

1. Communication – Read and listen actively to learn 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
3. Critical Thinking and Problem-Solving – Think critically in evaluating information, solving problems, and making decisions
4. Technology – Select and use appropriate technological tools for personal, academic, and career tasks.
5. Personal Responsibility – Be motivated and able to continue learning and adapt to change. Value one’s own skills, abilities, ideas, and art. Take pride in one’s work. Manage personal health and safety. Be aware of civic and environmental issues
6. Information Literacy – Access and evaluate information from a variety of sources and contexts, including technology. Use information to achieve personal, academic, and career goals, as well as to participate in a democratic society.

GENERAL COURSE OBJECTIVES:

At the end of the course the student will:

1. Read to find information in a variety of sources
2. Identify types and functions of writing in a workplace setting (memos, letters, reports)
3. Identify and define the components of the written communication process
4. Compose and edit documents
5. Proofread for correctness, spelling, grammar, meaning (see editing competencies)

TOPICAL OUTLINE:

I. Review of grammar and usage
II. Review of mechanics and conventions
III. Formats of business-technical communication
IV. Oral presentations
V. Working in groups including peer-editing
VI. Information literacy: locate and use information

REVISED BY: Roger Bourret
DATE: Spring 2008
Course Prefix and Number: ENG 105  
Course Title: Applied Composition

<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>1-5</td>
<td>Communication - Read and listen actively</td>
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<tr>
<td>SLO 1.2</td>
<td>1-5</td>
<td>Communication - Speak and write effectively</td>
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<tr>
<td>SLO 2.1</td>
<td>1-5</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>
<td></td>
<td>Computation - Identify, interpret, and utilize higher level mathematical and cognitive skills</td>
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<tr>
<td>SLO 3.1</td>
<td>3</td>
<td>Human Relations - Use social interactive skills to work in groups effectively</td>
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<tr>
<td>SLO 3.2</td>
<td>2</td>
<td>Human Relations - Recognize the diversity of cultural influences and values</td>
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<tr>
<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>
<td>2</td>
<td>Technology - Select and use appropriate technological tools</td>
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<tr>
<td>SLO 6.1</td>
<td>1-3</td>
<td>Personal Responsibility - Be motivated and able to continue learning and adapt to change</td>
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<td>Personal Responsibility - Manage personal health and safety</td>
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<tr>
<td>SLO 6.5</td>
<td>2</td>
<td>Personal Responsibility - Be aware of civic and environmental issues</td>
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<tr>
<td>SLO 7.1</td>
<td>2-3</td>
<td>Information Literacy - Access and evaluate information</td>
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<tr>
<td>SLO 7.2</td>
<td>2-3</td>
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