

_____SOUTH SEATTLE COMMUNITY COLLEGE_____

Academic Programs

COURSE OUTLINE

Revision: Roger Bourret, Spring 2008

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. On-going 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

SLO #	Included in Course Objective Number	SSCC Student Learning Outcomes
SLO 1.1	1-5	Communication - Read and listen actively
SLO 1.2	1-5	Communication - Speak and write effectively
SLO 2.1		Computation - Use mathematical operations
SLO 2.2		Computation - Apply quantitative skills
SLO 2.3		Computation - Identify, interpret, and utilize higher level mathematical and cognitive skills
SLO 3.1	3	Human Relations - Use social interactive skills to work in groups effectively
SLO 3.2	2	Human Relations - Recognize the diversity of cultural influences and values
SLO 4.1		Critical Thinking and Problem Solving -
SLO 5.1	2	Technology - Select and use appropriate technological tools
SLO 6.1	1-3	Personal Responsibility - Be motivated and able to continue learning and adapt to change
SLO 6.2	1-3	Personal Responsibility - Value one's own skills, abilities, ideas and art
SLO 6.3	1-3	Personal Responsibility - Take pride in one's work
SLO 6.4	1-3	Personal Responsibility - Manage personal health and safety
SLO 6.5	2	Personal Responsibility - Be aware of civic and environmental issues
SLO 7.1	2-3	Information Literacy - Access and evaluate information
SLO 7.2	2-3	Information Literacy - Use information to achieve personal, academic, and career goals, as well as to participate in a democratic society

PREPARED BY: Roger Bourret
 DATE: Spring 2008