

CATALOG INFORMATION

Dept and Nbr: ADLTED 766.7 Title: WORKPLACE WRITING  
Full Title: Workforce Preparation 7: Introduction to Workplace Writing  
Last Reviewed: 2/28/2022

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	0	Lecture Scheduled	0	9	Lecture Scheduled	0
Minimum	0	Lab Scheduled	2.00	2	Lab Scheduled	18.00
		Contact DHR	0		Contact DHR	0
		Contact Total	2.00		Contact Total	18.00
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 0.00

Total Student Learning Hours: 18.00

Title 5 Category: Non-Credit  
Grading: Non-Credit Course  
Repeatability: 27 - Exempt From Repeat Provisions  
Also Listed As:  
Formerly:

**Catalog Description:**  
Students will use common workplace vocabulary and terms, as they apply to writing in sentences, paragraphs, and short letters, memos, instructions, reports, and emails. Students will review basic English fundamentals emphasizing effective grammatical usage, effective sentence construction, punctuation, and spelling.

**Prerequisites/Corequisites:**

**Recommended Preparation:**  
Course Completion of ADLTED 766.3

**Limits on Enrollment:**

**Schedule of Classes Information:**  
Description: Students will use common workplace vocabulary and terms, as they apply to writing in sentences, paragraphs, and short letters, memos, instructions, reports, and emails. Students will review basic English fundamentals emphasizing effective grammatical usage, effective sentence construction, punctuation, and spelling. (Non-Credit Course)  
Prerequisites/Corequisites:

Recommended: Course Completion of ADLTED 766.3

Limits on Enrollment:

Transfer Credit:

Repeatability: Exempt From Repeat Provisions

## **ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:**

<b>AS Degree:</b>	<b>Area</b>	<b>Effective:</b>	<b>Inactive:</b>
<b>CSU GE:</b>	<b>Transfer Area</b>	<b>Effective:</b>	<b>Inactive:</b>
<b>IGETC:</b>	<b>Transfer Area</b>	<b>Effective:</b>	<b>Inactive:</b>
<b>CSU Transfer:</b>		<b>Effective:</b>	<b>Inactive:</b>
<b>UC Transfer:</b>		<b>Effective:</b>	<b>Inactive:</b>

**CID:**

**Certificate/Major Applicable:**

Certificate Applicable Course

## **COURSE CONTENT**

### **Student Learning Outcomes:**

At the conclusion of this course, the student should be able to:

1. Construct complete and effective sentences using accurate spelling and appropriate punctuation as related to workplace written communications.
2. Identify the parts of speech and explain how they function in sentences.
3. Apply common workplace terminology in sentences, paragraphs, and workplace notes, letters, memos, instructions, reports, and emails.

### **Objectives:**

At the conclusion of this course, the student should be able to:

1. Construct effective sentences related to the workplace.
2. Proofread for spelling and punctuation errors.
3. Use common workplace vocabulary and terminology in sentences, paragraphs, workplace notes, letters, memos, instructions, reports, and emails.

### **Topics and Scope:**

- I. Writing Conventions
  - A. Parts of speech
  - B. Punctuation
  - C. Sentence types
- II. Proofreading and Editing
  - A. Tips and tricks
  - B. Corrections
- III. Vocabulary and Terminology
  - A. Commonly used words and terms particular to office communications
  - B. Commonly used words and terms particular to customer service
  - C. Commonly used words and terms particular to manufacturing

#### IV. Workplace Writing and Formatting

- A. Letters
- B. Memos and reports
- C. Instructions
- D. Emails

#### Assignment:

1. Writing exercises, proofreading and editing, individually and in groups (5-10)
2. Business communications (4-8)

#### Methods of Evaluation/Basis of Grade:

**Writing:** Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

Writing exercises, business communications

Writing  
55 - 100%

**Problem Solving:** Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

None

Problem solving  
0 - 0%

**Skill Demonstrations:** All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

None

Skill Demonstrations  
0 - 0%

**Exams:** All forms of formal testing, other than skill performance exams.

None

Exams  
0 - 0%

**Other:** Includes any assessment tools that do not logically fit into the above categories.

Attendance and participation

Other Category  
0 - 45%

#### Representative Textbooks and Materials:

Instructor and department prepared materials