

**CSKLS 329 Course Outline as of Spring 2011****CATALOG INFORMATION**

Dept and Nbr: CSKLS 329 Title: WORKPLACE ENGLISH

Full Title: Workplace English

Last Reviewed: 4/11/2005

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	1.00	Lecture Scheduled	1.00	17.5	Lecture Scheduled	17.50
Minimum	1.00	Lab Scheduled	0	8	Lab Scheduled	0
		Contact DHR	0		Contact DHR	0
		Contact Total	1.00		Contact Total	17.50
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 35.00

Total Student Learning Hours: 52.50

Title 5 Category: AA Degree Non-Applicable

Grading: Grade or P/NP

Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP

Also Listed As:

Formerly: CSKL 308

**Catalog Description:**

Instruction in basic English skills necessary for success in various industries.

**Prerequisites/Corequisites:****Recommended Preparation:****Limits on Enrollment:****Schedule of Classes Information:**Description: Instruction in basic English skills necessary for success in various industries.  
(Grade or P/NP)

Prerequisites/Corequisites:

Recommended:

Limits on Enrollment:

Transfer Credit:

Repeatability: Two Repeats if Grade was D, F, NC, or NP

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

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

**CID:**

**Certificate/Major Applicable:**

Not Certificate/Major Applicable

## **COURSE CONTENT**

**Outcomes and Objectives:**

The student will:

1. Recognize general and specific ideas in vocationally oriented reading material;
2. Identify topics and main ideas, make inferences and predict outcomes in vocationally oriented materials;
3. Write directions, procedures, memos, and business letters using standard punctuation and correct spelling;
4. Summarize technical information orally and in writing;
5. Correctly use vocationally-specific vocabulary and terminology in oral and written work;
6. Correctly spell technical terms and vocationally oriented vocabulary.

**Topics and Scope:**

1. Reading skills--topic, main idea, supporting details, inference, predictions, conclusions--in the context of workplace-specific mat'l.
2. Technical and vocational vocabulary
3. Spelling strategies
4. Writing mechanics
5. Writing for special workplace purposes

**Assignment:**

1. Reading comprehension questions taken from work-based content
2. Writing activities that incorporate work-based content
3. Vocabulary and spelling activities that relate to work-based content
4. Assignments that relate to the reading, writing, vocabulary and spelling skills of the course

**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.

Written homework, Reading reports

Writing  
30 - 50%

**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.

Class performances, Written and oral presentations.

Skill Demonstrations  
20 - 50%

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

Multiple choice, Completion, Short answer; practical application.

Exams  
15 - 30%

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

Attendance and class participation.

Other Category  
5 - 10%

### **Representative Textbooks and Materials:**

- (1) Joining a community of Readers by Roberta Alexander and Jan Lombardi (1998, Addison-Wesley Publishers)
- (2) Effective Workplace Writing by Beth Camp (1997, Glencoe McGraw-Hill)
- (3) Other materials based on workplace types of environments.