ADLTED 766.6 Course Outline as of Fall 2021

CATALOG INFORMATION

Dept and Nbr: ADLTED 766.6 Title: WORKPLACE ENGLISH
Full Title: Workforce Preparation 6: Introduction to Workplace English
Last Reviewed: 4/23/2018

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	0	Lecture Scheduled	0	8	Lecture Scheduled	0
Minimum	0	Lab Scheduled	3.00	2	Lab Scheduled	24.00
		Contact DHR	0		Contact DHR	0
		Contact Total	3.00		Contact Total	24.00
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 0.00 Total Student Learning Hours: 24.00

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

Catalog Description:
This course is an overview of basic English fundamentals emphasizing correct grammatical usage, correct sentence construction, punctuation, spelling, proofreading, and editing as they relate to workplace writing.

Prerequisites/Corequisites:

Recommended Preparation:

Limits on Enrollment:

Schedule of Classes Information:
Description: This course is an overview of basic English fundamentals emphasizing correct grammatical usage, correct sentence construction, punctuation, spelling, proofreading, and editing as they relate to workplace writing. (Non-Credit Course)
Prerequisites/Corequisites:
Recommended:
Limits on Enrollment:

Transfer Credit:
Repeatability: Exempt From Repeat Provisions

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

AS Degree:	**Area**	Effective:	Inactive:
CSU GE:	**Transfer Area**	Effective:	Inactive:
IGETC:	**Transfer Area**	Effective:	Inactive:

CSU Transfer:	Effective:	Inactive:
UC Transfer:	Effective:	Inactive:

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 correct sentences using accurate spelling and appropriate punctuation as related or used in the workplace.
2. Identify the parts of speech and explain how they function in a correct sentence.

Objectives:
Upon completion of the course, students will be able to:
1. Recognize different kinds of nouns, pronouns, verbs, adjectives, adverbs, prepositions, conjunctions, direct and indirect objects used or related to the workplace.
2. Construct simple and compound sentences used in the workplace.
3. Proofread for spelling and punctuation errors in workplace writings.

Topics and Scope:

I. Why Correct Grammar is Important in Business
   A. Descriptive grammar
   B. Prescriptive grammar
II. Parts of Speech
   A. Nouns
      1. Common
      2. Proper
      3. Abstract
      4. Concrete
      5. Collective or group
      6. Plurals
      7. Possessives
   B. Verbs
      1. Infinitives
      2. Helping

3. Action
4. Linking
5. Tenses
6. Agreement with subject/nouns

C. Pronouns
1. Person
2. Number
3. Gender
4. Case

D. Adjectives
1. Descriptive
2. Proper
3. Compound
4. Articles
5. Degrees

E. Adverbs
1. Manner
2. Place
3. Time
4. Frequency
5. Degree

F. Prepositions
1. Terms that Indicate Anatomy or Placement
2. Use

G. Conjunctions
1. Coordinating (FANBOYS i.e. For, And, Nor, But, Or, Yet, So)
2. Correlative
3. Subordinating
4. Conjunctive adverbs

III. Direct and Indirect Objects

IV. Punctuation
A. End punctuation--period, question mark, exclamation
B. Semi-Colon
C. Colon
D. Hyphen and Dash
E. Parentheses and Brackets
F. Other Symbols

V. Spelling
A. Why English Spelling is so Complicated and Confusing
B. Some Spelling "Rules"
C. Commonly Misspelled Words

VI. Types of Sentences
A. Simple
B. Compound
C. Complex
D. Compound-Complex

VII. Proofreading and Editing
A. Tips and Tricks
B. Corrections

Assignment:

1. Weekly quizzes (2 - 8)
2. In-class sentence construction, paragraph writing, letters or emails, proofreading and editing, individually and in groups (10 - 20)
3. Group presentation--Grammatical concepts
4. Final exam
5. Active attendance and participation

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.

In-class sentence construction, paragraph writing, and letters or emails	Writing 40 - 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.

Grammar exercises--punctuation, editing	Skill Demonstrations 10 - 20%

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

Weekly quizzes; final exam	Exams 20 - 30%

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

Attendance and participation; Group presentation	Other Category 20 - 30%

Representative Textbooks and Materials:
Tools for Workplace Success: Essential Skills for the Workplace. McGraw-Hill Publishing. 2012 (classic)
Workplace Skills: Writing for Work, Student Workbook. McGraw-Hill Publishing. 2012 (classic)
Instructor prepared materials