SAN JUAN COLLEGE
Success Matters

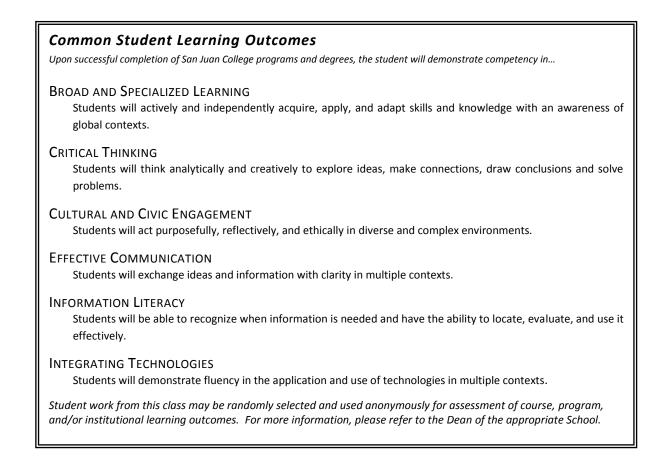# ENGL 095-BASIC WRITING WORKSHOP 3 CREDITS

SYLLABUS

CATALOG DESCRIPTION

This course helps students improve writing and reading skills. Introduces students to college culture, including academic literacy, campus resources, computer skills, and college-success strategies.

Prerequisites: ENGL 050 and RDNG 050 or appropriate Accuplacer English and Reading Scores

Semester Offered: Fall, Spring, Summer

Common Student Learning Outcomes

Upon successful completion of San Juan College programs and degrees, the student will demonstrate competency in…

BROAD AND SPECIALIZED LEARNING
Students will actively and independently acquire, apply, and adapt skills and knowledge with an awareness of global contexts.

CRITICAL THINKING
Students will think analytically and creatively to explore ideas, make connections, draw conclusions and solve problems.

CULTURAL AND CIVIC ENGAGEMENT
Students will act purposefully, reflectively, and ethically in diverse and complex environments.

EFFECTIVE COMMUNICATION
Students will exchange ideas and information with clarity in multiple contexts.

INFORMATION LITERACY
Students will be able to recognize when information is needed and have the ability to locate, evaluate, and use it effectively.

INTEGRATING TECHNOLOGIES
Students will demonstrate fluency in the application and use of technologies in multiple contexts.

Student work from this class may be randomly selected and used anonymously for assessment of course, program, and/or institutional learning outcomes. For more information, please refer to the Dean of the appropriate School.

Course Learning Outcomes

Upon successful completion of the course, the student will be able to…

    1. Read and understand basic technical material.
        A. Recognize and identify the distinguishing characteristics of technical writing.
        B. Understand and be able to discuss the implications of technical communication in professional

settings, depending on a given set of circumstances.

2. Generate a variety of effective basic technical documents with appropriate use of technology.
    A. Produce some or all of the following documents, a selection of which are submitted in the final portfolio: memos, letters, instructions, fact sheets, and short reports.
    B. Recognize and practice standard conventions for clear, effective communication: a. Practice and apply grammar, punctuation, and spelling rules consistently
        a. Practice and use variety in sentence structure
        b. Identify and use signal and transition words
    C. Plan documents based on an awareness of audience and purpose.
    D. Use technology to enhance written and verbal expression.
    E. Integrate information from outside sources by practicing basic quotation, citation, and documentation skills.
    F. Create user-friendly, visually appealing documents by applying basic format, layout, and design principles.

3. Individually apply the steps of the writing process.
    A. Brainstorm, gather information, plan, and organize material.
    B. Draft, revise, edit, and proofread documents.
    C. Apply peer and instructor suggestions to improve writing.

4. Develop teamwork and oral communication skills.
    A. Participate actively in classroom discussion groups.
    B. Practice collaborating effectively with fellow students to plan, produce, and evaluate documents.