



## **SYLLABUS**

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### **CATALOG DESCRIPTION**

Introduces communication skills useful for practical, informative writing in academic, technical, and workplace settings. Designed for technicians in certificate and A.A.S. fields.

Prerequisites: ENGL 095 and RDNG 050 or appropriate Accuplacer English and Reading Scores

Semester offered: Fall, Spring and 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. b. 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.