

Course Code: ENG 111

Course Title: Workplace Writing

Department: Humanities

Effective Date: Summer 2026

PCS Code: 1.2 - Occupational/Technical Instruction

CIP Code: 23.1304

Repeatability: 0

Credit Hours

Catalog Notation: 3-0-3

Credit Hour Distribution:

Lecture: 3

Lab: 0

Clinical: 0

Total: 3

General Course Information

Catalog Description

Document writing for the workplace with emphasis on purpose, audience awareness, focus, organization, clarity, and coherence. Includes writing scenarios for workers in skilled technical service and support positions. Emphasizes format and correct grammar, punctuation, and mechanics.

General Course Objectives

This course introduces students to writing situations and related considerations relevant to their career program and employment in the industry. Students will write and format documents from summaries to short proposals, reports, and articles for a variety of audiences in the academic and employment sectors.

Minimum Placement Levels

English	Reading	Math
Placement out of ENG 098	Placement out of CCS 098	None

Prerequisites

None

Methods of Evaluation

Minimum out-of-class grading of 4,800 words through a minimum of three written reports, articles, or essays of 600 to 1000 words plus 10 to 15 additional writing assignments in the form of summaries, correspondence, plans, proposals, reviews, forms, charts and graphs, and social media posts. May also include quizzes and participation in discussion. The points or percentages attached to formal, graded writing assignments must account for at least 60% of the final grade.

Instructional Materials and Additional Supplies

Varies by instructor.

Course Content

General Learning Outcomes (GLOs)

- Communication: Students will demonstrate the ability to read, write, listen, and speak effectively.
- Critical Thinking and Information Literacy: Students will demonstrate the ability to evaluate perspectives, evidence, and implications, and to locate, assess, and use information effectively.

Course Segments and Student Learning Outcomes

Course Segment	Learning Outcomes	Lecture Hours	Lab Hours	Clinical Hours
Reading Comprehension	1. Demonstrate active reading skills necessary for critical comprehension in academic and workplace settings.	9	0	0
Writer's Responsibility	1. Assess the needs of an audience. 2. Understand and express the legal and ethical considerations when writing as an agent of an employer.	6	0	0
Workplace Documents	1. Articulate the writing process for a specific situation. 2. Identify the components and organization of effective workplace documents. 3. Compose appropriate, effective documents for a variety of workplace situations. 4. Proofread and revise documents to improve readability and demonstrate a command of grammar and punctuation.	12	0	0
Visual Design	1. Present information in the form of a graph or chart.	3	0	0
Research Project	1. Identify an information need. 2. Access, evaluate, summarize, and analyze appropriate print and electronic resources. 3. Compose an essay, article, proposal, or report that incorporates and accurately represents information from external sources.	15	0	0

Total Contact Hours

Lecture Hours	Lab Hours	Clinical Hours
45	0	0