
2024-25 ACADEMIC COURSES

ENG 100 : INTRO TECH & WORKPLACE WRITING

In this course, students learn how to write effective technical and workplace documents such as emails, letters, memos, invoices, work orders, labor reports, résumés, and short reports. Students write documents in response to situations that they will likely encounter on the job. Emphasis will be placed on planning and writing clear, concise, and audience-focused documents. During the first week of class, students must demonstrate a writing proficiency at the college level. Writing Center assignments are built into this course. Level I Prerequisite: Academic Reading and Writing Levels of 6

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Description	Hours
Credits	4
Lecture Hours	60
Clinical Hours	0
Lab Hours	0
Other Hours	0
Total Hours	60

Accurate as of 03/26/2025 Information is subject to change without notice.