



# ILLINOIS VALLEY COMMUNITY COLLEGE

## COURSE OUTLINE

**DIVISION:** Humanities, Fine Arts and Social Science (HFASS)

**COURSE:** ENG 0925: ENG 1205 Supplement

**Effective Date:** Spring 2026

**Submitted Date:** April-25

**Credit Hours:** 2

**IAI Number (if applicable):** none

*Complete all that apply or mark "None" where appropriate:*

**Prerequisite(s):** Successful completion of ENG 0995 with a C or better.

**Enrollment by assessment or other measure?** ☒ Yes ☐ No

If yes, please describe: Placement testing/appropriate assessment

**Corequisite(s):** ENG 1205

**Pre- or Corequisite(s):** none

**Consent of Instructor:** ☐ Yes ☒ No

**Delivery Method:** ☒ **Lecture**

**2 Contact Hours** (1 contact = 1 credit hour)

☐ **Seminar**

**Contact Hours** (1 contact = 1 credit hour)

☐ **Lab**

**Contact Hours** (2-3 contact = 1 credit hour)

☐ **Clinical**

**Contact Hours** (3 contact = 1 credit hour)

☐ **Practicum**

**Contact Hours** (5 contact = 1 credit hour)

☐ **Internship**

**Contact Hours** (5 contact = 1 credit hour)

**Offered:** ☒ **Fall** ☒ **Spring** ☒ **Summer**

### CATALOG DESCRIPTION:

This course is paired with Written Communication Skills for Business, Industry, and Technology (ENG 1205) for students who meet the ENG 0925 prerequisites. The course provides supplemental instruction in workplace writing skills. Class activities support and complement each individual 1205 section coursework and assigned workplace documents (workplace correspondence, resumes, reports, and other business/technical documents). It also provides individualized instruction to help students strengthen their own documents and workplace writing skills and to meet the specific outcomes and goals of ENG 1205. No college credit is given for this pass/fail class.

**IAI Number (if applicable):** None

**ACCREDITATION STATEMENTS AND COURSE NOTES:**

ENG 1205 students with a Write Placer score of 4 or 5 in both face-to-face and online sections will enroll in the same online ENG 0925 section(s).

**COURSE TOPICS AND CONTENT REQUIREMENTS:**

- Planning and writing of workplace documents (workplace correspondence, resumes, reports, and other business/technical documents).
- The workplace communication process, including analysis of the writing situation, research, collaboration, and revision/editing/proofreading.
- Visuals and visual literacy.
- Word-processing, format, and document design.
- Grammar, punctuation, mechanics, appropriate workplace writing style, and presentation of numbers.
- Individual improvement of workplace writing skills based on feedback and supplemental instruction.

**INSTRUCTIONAL METHODS:**

- Lecture and review of concepts presented in ENG 1205.
- Peer review, small-group discussion, and whole-class discussion.
- Activities, writing process assignments, and guided workshops with assigned workplace documents.
- Individual conferencing with instructor.

**EVALUATION OF STUDENT ACHIEVEMENT:**

- Instructor and student conferences.
- Regular attendance and participation.
- Formative and summative assessments of workplace documents and other assigned course work.
- If a student passes ENG 1205 but fails ENG 0925, they are not required to repeat the supplement course.
- If a student fails ENG 1205 but passes ENG 0925, they are not required to repeat the supplement course to enroll in ENG 1205.
- If a student fails both ENG 0925 and ENG 1205, they must repeat both courses.
- If a student withdraws from ENG 0925, they must withdraw from ENG 1205, and vice-versa.

**Grading Scale:**

A = 94-100, B = 87-93, C = 80-86, F = 79 and below

## **INSTRUCTIONAL MATERIALS:**

### **Textbooks**

Textbook and/or supplemental reading material used in ENG 1205 Supplement is/are at the discretion of the full-time faculty. Part-time faculty members are to use the textbook designated for the course by the Dean of Humanities, Fine Arts, and Social Sciences, which may be informed by the full-time faculty members' suggestions.

### **Resources**

1. Text
2. Audio-visual materials (e.g., web page, PowerPoint presentations, class management system, etc.)
3. Word-processing software and other computer applications
4. Electronic and paper handouts and sample workplace documents
5. Teaching technologies (e.g., computers, LCD projector, document camera, white board, etc.)

## **LEARNING OUTCOMES AND GOALS:**

### **Institutional Learning Outcomes**

- ☒ 1) Communication – to communicate effectively.
- ☐ 2) Inquiry – to apply critical, logical, creative, aesthetic, or quantitative analytical reasoning to formulate a judgement or conclusion.
- ☐ 3) Social Consciousness – to understand what it means to be a socially conscious person, locally and globally.
- ☐ 4) Responsibility – to recognize how personal choices affect self and society.

### **Course Outcomes and Competencies**

Upon completion of the course, the student will be able to:

1. **Analyze and implement the communication process used in planning, writing, and improving workplace documents.**
  - 1.1 Examine and understand the limitations and strengths of their communication process and workplace writing skills.
  - 1.2 Engage in the processes necessary to improve their workplace writing skills and documents, including memos, letters, professional e-mails, resumes, application/cover letters, short and long reports, and other standard documents (e.g. abstracts, transmittal documents, tables of contents, proposals, instructions, etc.).
  - 1.3 Engage with the instructor and other writers to provide, receive, and implement feedback on written documents.

- 2. Enhance understanding and implementation of effective format and document design, including visuals and visual literacy.**
  - 2.1 Understand and improve ability to employ effective workplace document format and document design.
  - 2.2 Understand and improve visual literacy through selecting, designing, and incorporating effective visuals.
- 3. Improve sentence structure, grammar, mechanics, appropriate workplace writing style, and presentation of numbers.**