

# AOS 135 : Writing Essentials

**Credits** 5

**Quarter Offered** Winter

Develop writing skills with a step-by-step approach to identify and use parts of speech, punctuation, capitalization, and numbers correctly; write effective sentences and paragraphs. Results of digital self-diagnostic exercises create individualized study plans and learning paths. Touch keyboarding skills is recommended. This class may include students from multiple sections.

**Course Outcomes**

Identify parts of speech and how they function in sentences.

Write complete sentences avoiding fragments, comma splices, and run-ons.

Use nouns, pronouns, verbs, adjectives, adverbs, conjunctions, prepositions, and interjections correctly in oral and written communication.

Demonstrate realistic applications of current usage and style in today's workplace.

Demonstrate improved vocabulary, spelling, and editing skills.

Recognize and create professional business messages that demonstrate correct formats and ideas expressed in clear, concise, and correct English.