**COURSE OUTLINE OF RECORD**

**Number:** ENGW G002  
**TITLE:** Grammar 2: Essential Grammar  

**ORIGINATOR:** Instructor Placeholder AAA  
**EFF TERM:** Summer 2010  
**FORMERLY KNOWN AS:**  
**DATE OF OUTLINE/REVIEW:** 11-21-2006  
**CROSS LISTED COURSE:**  
**TOP NO:** 1501.00  
**CID:**  

**SEMESTER UNITS:** 0.5  
**HRS LEC:** 0.0  
**HRS LAB:** 18.0  
**HRS OTHER:** 0.0  
**CONTACT HRS TOTAL:** 18.0  
**STUDY NON-CONTACT HRS RECOMMENDED:** 0.0  

**CATALOG DESCRIPTION:**  
This is a Writing and Reading Center course designed to help students master basic sentence mechanics, such as: using capital letters, end marks, commas, quotation marks, colons, semi-colons, hyphens and dashes correctly. It also helps students understand spelling rules, plurals, and possessives. This is a computer based course recommended for students enrolled in ESL G041, G051, G061, G071 and English G009 and G010. Open entry/open exit.

**JUSTIFICATION FOR COURSE:**

**PREREQUISITES:**

**COREQUISITES:**

**ADVISORIES:**

**ASSIGNED DISCIPLINES:**

- ESL  
- English

**MATERIAL FEE:** Yes [ ] No [X] Amount: $0.00  
**CREDIT STATUS:** Noncredit [ ] Credit - Degree Applicable [ ] Credit - Not Degree Applicable [X]  
**GRADING POLICY:** Pass/No Pass [X] Standard Letter [ ] Not Graded [ ] Satisfactory Progress [ ]  
**OPEN ENTRY/OPEN EXIT:** Yes [X] No [ ]  
**TRANSFER STATUS:** CSU Transferable[ ] UC/CSU Transferable[ ] Not Transferable[X]  
**BASIC SKILLS STATUS:** Yes [X] No [ ]  
**LEVELS BELOW TRANSFER:** 3 levels below transfer level

**CALIFORNIA CLASSIFICATION CODES:** Y - Not Applicable  
**NON CREDIT COURSE CATEGORY:** Y - Not applicable, Credit Course  
**OCCUPATIONAL (SAM) CODE:** E  
**REPEATABLE ACCORDING TO STATE GUIDELINES:** No [X] Yes [ ] NUMBER REPEATS:  
**REQUIRED FOR DEGREE OR CERTIFICATE:** No [X] Yes [ ]  
**GE AND TRANSFER REQUIREMENTS MET:**

**COURSE LEVEL STUDENT LEARNING OUTCOME(S) Supported by this course:**

1. compose complete sentences using proper sentence mechanics.  
2. revise errors in sentence mechanics.  
3. identify errors in sentence mechanics.
COURSE OBJECTIVES:
1. Write sentences that use capital letters correctly.
2. Write sentences that use punctuation correctly.
3. Assemble correctly spelled words with attention on plurals and possessives.

COURSE CONTENT:

LECTURE CONTENT:

A. Capital letters
   1. nouns
   2. titles
B. Basics of punctuation
   1. end marks
   2. commas
   3. colons
   4. semi-colons
   5. quotation marks
   6. dashes
   7. hyphens
C. Spelling rules
D. Plurals and possessives

LABORATORY CONTENT:

A. Capital letters
   1. nouns
   2. titles
B. Basics of punctuation
   1. end marks
   2. commas
   3. colons
   4. semi-colons
   5. quotation marks
   6. dashes
   7. hyphens
C. Spelling rules
D. Plurals and possessives

METHODS OF INSTRUCTION:

A. Lab:
B. Independent Study:

INSTRUCTIONAL TECHNIQUES:

COURSE ASSIGNMENTS:

Reading Assignments

PLATO Learning Program (2006): service agreement and program updates purchased annually.

Out-of-class Assignments

Writing Assignments

Completing a series of computerized tutorials and quizzes, and applying new knowledge to practical written assignments.
METHODS OF STUDENT EVALUATION:
Short Quizzes
Written Assignments
Problem Solving Exercises
Skills Demonstration

Demonstration of Critical Thinking:
Identify and correct common errors in sentence mechanics in a series of tutorials and quizzes, and complete a series of written exercises focused on correct use of sentence mechanics.

Required Writing, Problem Solving, Skills Demonstration:
Completing a series of computerized tutorials and quizzes, and applying new knowledge to practical written assignments.

TEXTS, READINGS, AND RESOURCES:

LIBRARY:
Adequate library resources include:
Comments:

Attachments:
Attached Files