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

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](#)