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  
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 [ ]  LEVE LS 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