

ENG 301: BASIC GRAMMAR AND PUNCTUATION

Originator

rsagara

Justification / Rationale

I am updating this course as part of the periodic review and revision process.

Effective Term

Spring 2022

Credit Status

Noncredit

Subject

ENG - English

Course Number

301

Full Course Title

Basic Grammar and Punctuation

Short Title

GRAMMAR & PUNCTUATION

Discipline**Disciplines List**

English

Modality

Face-to-Face

100% Online

Hybrid

Catalog Description

This course provides an overview of grammar and punctuation concepts that are essential to composing academic English. Emphasis is on concepts that directly impact college-level reading and writing. (Noncredit In-class Hours: 10)

Schedule Description

ENG 301 introduces students to the basics of academic English grammar and punctuation.

Non-credit Hours

30

Lecture Units

0

Lab Units

0

In-class Hours

10

Out-of-class Hours

20

Total Course Units

0

Total Semester Hours

30

Override Description

noncredit course

Required Text and Other Instructional Materials**Resource Type**

Book

Open Educational Resource

No

Formatting Style

MLA

Author

Hacker, Diana, and Nancy Sommers

Title

Rules for Writers, with 2020 APA Update

Edition

9th

City

Boston

Publisher

Bedford/Macmillan

Year

2020

College Level

Yes

Flesch-Kincaid Level

14

ISBN #

9781319367817

Class Size Maximum

25

Course Content

- Learn about the eight parts of speech, including their role in sentences.
- Identify the part of speech of individual words in sentences.
- Learn what subjects and predicates are, and how they collectively communicate meaning in sentences.
- Learn the various functions of commas, semicolons, and colons.
- Revise writing for punctuation errors.

Course Objectives

	Objectives
Objective 1	Identify the eight parts of speech in sentences.
Objective 2	Compose sentences with an awareness of subjects and predicates.

Objective 3 Use commas, semicolons, and colons in the construction of various sentence types (simple, compound, complex, compound-complex).

Student Learning Outcomes

Upon satisfactory completion of this course, students will be able to:	
Outcome 1	Distinguish among the eight parts of speech, and explain how they function in sentences.
Outcome 2	Analyze sentences for subjects and predicates.
Outcome 3	Compose sentences that reflect correct use of commas, semicolons, and colons.

Methods of Instruction

Method	Please provide a description or examples of how each instructional method will be used in this course.
Discussion	Students will engage in whole-class and group discussions about the course concepts.
Demonstration, Repetition/Practice	Students will work on grammar exercises and on revision of their own writing.
Collaborative/Team	Students will participate in group discussions, activities, and assignments.
Participation	Students will participate in group and whole-class activities.
Lecture	Instructors will lecture on grammar and usage topics, as appropriate.

Methods of Evaluation

Method	Please provide a description or examples of how each evaluation method will be used in this course.	Type of Assignment
Written homework	Students will regularly complete homework assignments, which may include grammar exercises and revision exercises. (100% of homework assignments will be completed out of class, by definition.)	Out of Class Only
Mid-term and final evaluations	Students may complete midterm and/or final assessments on course concepts. (The percentage of in-class and out-of-class evaluations may vary, from instructor to instructor.)	In and Out of Class
Tests/Quizzes/Examinations	Students will complete short quizzes and tests, in order for the instructor to assess students' mastery of course content. (The percentage of in-class and out-of-class evaluations may vary, from instructor to instructor.)	In and Out of Class
Other	Out-of-class hours will be accounted for electronically through the learning management system.	Out of Class Only

Assignments

Other In-class Assignments

1. Complete grammar and punctuation exercises.
2. Compose sentences and paragraphs that demonstrate specific grammatical concepts.
3. Work in small groups to solve grammar and punctuation problems.

Other Out-of-class Assignments

1. Complete assigned grammar and punctuation exercises.

Grade Methods

Pass/No Pass Only

Distance Education Checklist

Include the percentage of online and on-campus instruction you anticipate.

Online %

100

What will you be doing in the face-to-face sections of your course that necessitates a hybrid delivery vs a fully online delivery?

N/A (This course can be offered fully online. There is nothing that "necessitates a hybrid delivery," although we may offer the course as a hybrid class.)

Instructional Materials and Resources

If you use any other technologies in addition to the college LMS, what other technologies will you use and how are you ensuring student data security?

None.

If used, explain how specific materials and resources outside the LMS will be used to enhance student learning.

N/A

Effective Student/Faculty Contact

Which of the following methods of regular, timely, and effective student/faculty contact will be used in this course?

Within Course Management System:

Discussion forums with substantive instructor participation
Online quizzes and examinations
Private messages
Regular virtual office hours
Timely feedback and return of student work as specified in the syllabus
Weekly announcements

External to Course Management System:

Direct e-mail
Posted audio/video (including YouTube, 3cm mediasolutions, etc.)
Synchronous audio/video
Telephone contact/voicemail

Briefly discuss how the selected strategies above will be used to maintain Regular Effective Contact in the course.

Students will regularly and frequently complete assignments in discussion forums and/or groups, and they will regularly and frequently submit written assignments, so they will receive regular and frequent feedback from the instructor on these assignments.

If interacting with students outside the LMS, explain how additional interactions with students outside the LMS will enhance student learning.

N/A

Other Information

MIS Course Data

CIP Code

23.0101 - English Language and Literature, General.

TOP Code

150100 - English

SAM Code

E - Non-Occupational

Basic Skills Status

Basic Skills

Prior College Level

One level below transfer

Cooperative Work Experience

Not a Coop Course

Course Classification Status

Other Non-credit Enhanced Funding

Approved Special Class

Not special class

Noncredit Category

Elem/Secondary Basic Skills

Funding Agency Category

Not Applicable

Program Status

Program Applicable

Transfer Status

Not transferable

General Education Status

Y = Not applicable

Support Course Status

N = Course is not a support course

Allow Audit

No

Repeatability

Yes

Repeatability Limit

NC

Repeat Type

Noncredit

Justification

This course is meant to supplement students' development of academic English skills. As such, students may repeat this course as often as they deem necessary.

Materials Fee

No

Additional Fees?

No

Files Uploaded

Attach relevant documents (example: Advisory Committee or Department Minutes)

CO Approval Letter-ENG 301 0709_2021.pdf

Approvals

Curriculum Committee Approval Date

04/15/2021

Academic Senate Approval Date

04/22/2021

Board of Trustees Approval Date

05/21/2021

Chancellor's Office Approval Date

07/09/2021

Course Control Number

CCC000625980

Programs referencing this courseSentence Certificate of Competency (<http://catalog.collegeofthedesert.eduundefined/?key=159>)