

Course Outline of Record

1. Course Code: ENG-301
2.
 - a. Long Course Title: Basic Grammar and Punctuation
 - b. Short Course Title: GRAMMAR&PUNCTUATION
3.
 - a. Catalog Course Description:
 This course provides an overview of grammar and punctuation concepts for Standard Written English. Emphasis is on concepts that directly impact college-level reading and writing.
 - b. Class Schedule Course Description:
 ENG 301 introduces students to the basics of English grammar and punctuation.
 - c. Semester Cycle (if applicable): N/A
 - d. Name of Approved Program(s):

- NEW CERTIFICATE IN PROGRESS Certificate of Completion

4. Total Units: 0 Total Semester Hrs: 8.00
 Lecture Units: 0 Semester Lecture Hrs: 8.00
 Lab Units: 0 Semester Lab Hrs: 0
 Class Size Maximum: 29 Allow Audit: No
 Repeatability Noncredit - Unlimited
 Justification 0

5. Prerequisite or Corequisite Courses or Advisories:
Course with requisite(s) and/or advisory is required to complete Content Review Matrix (CCForm1-A)
N/A

6. Textbooks, Required Reading or Software: (List in APA or MLA format.)
 - a. Bullock, R., M. Brody, and F. Weinberg (2014). *The Little Seagull Handbook with Exercises* (2nd/e). Norton.
 College Level: Yes
 Flesch-Kincaid reading level: N/A

7. Entrance Skills: *Before entering the course students must be able:*

8. Course Content and Scope:

Lecture:

- 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 their own writing for punctuation errors

Lab: (if the "Lab Hours" is greater than zero this is required)

9. Course Student Learning Outcomes:
 1.
 Demonstrate an understanding of the parts of speech.
 2.
 Demonstrate an understanding of subjects and predicates.
 - 3.

ENG 301-Basic Grammar and Punctuation

Demonstrate correct use of commas, semicolons, and colons.

10. Course Objectives: *Upon completion of this course, students will be able to:*

- a. Distinguish among the eight parts of speech, and learn how they function in sentences.
- b. Analyze sentences for subjects and predicates.
- c. Compose sentences with an awareness of subjects and predicates.
- d. Compose sentences that reflect correct use of commas, semicolons, and colons.

11. Methods of Instruction: *(Integration: Elements should validate parallel course outline elements)*

- a. Collaborative/Team
- b. Demonstration, Repetition/Practice
- c. Discussion
- d. Lecture
- e. Participation

12. Assignments: *(List samples of specific activities/assignments students are expected to complete both in and outside of class.)*

In Class Hours: 8.00

Outside Class Hours: 16.00

a. 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.

b. Out-of-class Assignments

1. Complete assigned grammar and punctuation exercises

13. Methods of Evaluating Student Progress: *The student will demonstrate proficiency by:*

- Written homework
- Self-paced testing
- Group activity participation/observation
- True/false/multiple choice examinations
- Mid-term and final evaluations

14. Methods of Evaluating: Additional Assessment Information:

15. Need/Purpose/Rationale -- *All courses must meet one or more CCC missions.*

PO-BS Reading and Writing Skills

Apply English conventions of grammar, mechanics, usage, punctuation, and format according to course intensity.

IO - Critical Thinking and Communication

Apply standard conventions in grammar, mechanics, usage and punctuation.

16. Comparable Transfer Course

University System	Campus	Course Number	Course Title	Catalog Year
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17. Special Materials and/or Equipment Required of Students:

18. Materials Fees: Required Material?

Material or Item

Cost Per Unit

Total Cost

ENG 301-Basic Grammar and Punctuation

19. Provide Reasons for the Substantial Modifications or New Course:

This course is the first in a two-course sequence that comprises the Sentence Certificate of Completion. The Sentence Certificate of Completion delves into the basic elements of Standard Written English (SWE), namely the rules of grammar and syntax, and the conventions of SWE usage. The courses that make up this certificate begin with the basic grammatical units of SWE, followed by an overview of common grammar errors that impede communication and an overview of syntactic and usage problems.

20. a. Cross-Listed Course (*Enter Course Code*): N/A
b. Replacement Course (*Enter original Course Code*): N/A

21. Grading Method (*choose one*): Pass/No Pass Only

22. MIS Course Data Elements

- a. Course Control Number [CB00]: CCC000580640
b. T.O.P. Code [CB03]: 150100.00 - English
c. Credit Status [CB04]: N - Noncredit
d. Course Transfer Status [CB05]: C = Non-Transferable
e. Basic Skills Status [CB08]: 1B = Course is a basic skills course
f. Vocational Status [CB09]: Not Occupational
g. Course Classification [CB11]: K - Other Noncredit Enhanced Funding
h. Special Class Status [CB13]: N - Not Special
i. Course CAN Code [CB14]: N/A
j. Course Prior to College Level [CB21]: A = 1 Level Below
k. Course Noncredit Category [CB22]: C - Elementary and Secondary Basic Skills
l. Funding Agency Category [CB23]: Y = Not Applicable
m. Program Status [CB24]: 1 = Program Applicable

Name of Approved Program (*if program-applicable*): NEW CERTIFICATE IN PROGRESS

Attach listings of Degree and/or Certificate Programs showing this course as a required or a restricted elective.)

23. Enrollment - Estimate Enrollment

First Year: 50
Third Year: 100

24. Resources - Faculty - Discipline and Other Qualifications:

- a. Sufficient Faculty Resources: Yes
b. If No, list number of FTE needed to offer this course: N/A

25. Additional Equipment and/or Supplies Needed and Source of Funding.

N/A

26. Additional Construction or Modification of Existing Classroom Space Needed. (*Explain:*)

N/A

27. FOR NEW OR SUBSTANTIALLY MODIFIED COURSES

Library and/or Learning Resources Present in the Collection are Sufficient to Meet the Need of the Students Enrolled in the Course: Yes

28. Originator Reid Sagara Origination Date 10/17/16