

BOT 312.2 Course Outline as of Fall 2003**CATALOG INFORMATION**

Dept and Nbr: BOT 312.2 Title: SELF-PACED GRAMMAR REV.

Full Title: Self-Paced Grammar Review

Last Reviewed: 2/10/2003

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	0.50	Lecture Scheduled	0	17	Lecture Scheduled	0
Minimum	0.50	Lab Scheduled	24.00	1	Lab Scheduled	408.00
		Contact DHR	0		Contact DHR	0
		Contact Total	24.00		Contact Total	408.00
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 0.00

Total Student Learning Hours: 408.00

Title 5 Category: AA Degree Non-Applicable

Grading: Grade or P/NP

Repeatability: 39 - Total 2 Times

Also Listed As:

Formerly: BOT 299.15

Catalog Description:

Individualized instruction to provide a review of the basic principles of English grammar. Topics covered include noun functions and plurals, compound and possessive nouns, capitalization, pronouns, pronoun/antecedent agreement, verb types and parts, verbals, subject-verb agreement, adjectives, adverbs, prepositions, and conjunctions. Takes 24 hours to complete.

Prerequisites/Corequisites:**Recommended Preparation:****Limits on Enrollment:****Schedule of Classes Information:**

Description: Individualized instruction to provide a review of the basic principles of English grammar. (Grade or P/NP)

Prerequisites/Corequisites:

Recommended:

Limits on Enrollment:

Transfer Credit:
Repeatability: Total 2 Times

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

AS Degree:	Area	Effective:	Inactive:
CSU GE:	Transfer Area	Effective:	Inactive:

IGETC:	Transfer Area	Effective:	Inactive:
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CSU Transfer:	Effective:	Inactive:
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UC Transfer:	Effective:	Inactive:
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CID:

Certificate/Major Applicable:

Not Certificate/Major Applicable

COURSE CONTENT

Outcomes and Objectives:

Upon completion of the course, students will be able to:

1. Identify sentences and parts of sentences
2. Identify proper and common nouns and the functions of nouns in sentences
3. Form plurals and possessives of nouns and abbreviations
4. Use pronouns correctly
5. Examine action, linking, and helping verbs correctly
6. Select verbs that agree with subjects
7. Contrast adjectives and adverbs correctly
8. Identify and use prepositions correctly
9. Interpret sentences and use conjunctions correctly

Topics and Scope:

1. Sentences
 - A. Subjects and verbs
 - B. Phrases and clauses
 - C. Simple, compound, complex, and compound-complex
2. Proper and common nouns
 - A. Classes of nouns
 - B. Cases of nouns
3. Plurals and possessives of nouns and abbreviations
 - A. Form the plural form of nouns
 - B. Apply the possessive case to nouns
4. Pronouns
 - A. Cases of pronouns
 - B. Who, whom, and whose
5. Action, linking, and helping verbs
 - A. Parts of verbs

- B. Verb tenses
- C. Subject-verb agreement
- 6. Adjectives and adverbs
 - A. Type of adjectives
 - B. Form adverbs
- 7. Prepositions
 - A. Functions of prepositional phrases
 - B. Place correctly
- 8. Conjunctions
 - A. Types of conjunctions
 - B. Parallelism

Assignment:

1. Use of a computer CD-ROM program that analyzes capitalization, punctuation, and number rules; scores quizzes, and determines remedies.
2. Preparation and writing of brief memos and e-mail messages, involving sentence and paragraph construction.
3. Students taking the course a second time will focus on areas of weakness.
4. Quizzes.

Methods of Evaluation/Basis of Grade:

Writing: Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

None

Writing
0 - 0%

Problem Solving: Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

None

Problem solving
0 - 0%

Skill Demonstrations: All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Class performances, Performance exams

Skill Demonstrations
10 - 40%

Exams: All forms of formal testing, other than skill performance exams.

Multiple choice, True/false, Matching items, Completion, Quizzes

Exams
30 - 50%

Other: Includes any assessment tools that do not logically fit into the above categories.

Participation, Writing exercises

Other Category
15 - 40%

Representative Textbooks and Materials:

Business English at Work Student CD-ROM, Glencoe/McGraw-Hill, 1999