

BOT 312.3 Course Outline as of Spring 2011**CATALOG INFORMATION**

Dept and Nbr: BOT 312.3 Title: SELF-PACED PUNCTUATION

Full Title: Self-Paced Punctuation, Capitalization and Number 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 299.16

Catalog Description:

Individualized instruction to provide a review of punctuation and capitalization skills and the proper use of numbers.

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

Description: Individualized instruction to provide a review of punctuation and capitalization skills and the proper use of numbers. (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:
CSU Transfer:		Effective:	Inactive:
UC Transfer:		Effective:	Inactive:

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 complete sentences, parts of sentences, and structure complex and compound-complex sentences.
2. Analyze words and apply capitalization rules as related to organizations, governmental agencies, boards, holidays, titles, times, and quotations.
3. Analyze sentences and apply punctuation rules for semicolons, hyphens, italics, ellipses, brackets, etc.
4. Recognize numbers and apply number rules as to figures, written numbers, decimals, fractions, money, percentages, temperatures, time, addresses, etc.

Topics and Scope:

1. Sentences
 - A. Subjects and verbs
 - B. Phrases and clauses
 - C. Simple, compound, complex, and compound-complex
2. Capitalization Rules
 - A. Proper nouns, first words in sentences, specific organization, committees, government agencies, boards, and departments
 - B. Publications, events, holidays, acts, bills, laws, personal titles, and family titles
 - C. Time periods, seasons, days and months, specific and general location, and directions
 - D. Direct and indirect quotes, words after colons, and materials within parentheses
3. Punctuation Rules
 - A. Periods, commas, semicolons
 - B. Hyphens and dashes
 - C. Parentheses and italics

- D. Ellipses, brackets, and asterisks
- 4. Numbers and Number Rules
 - A. Words vs. figures
 - B. Addresses, ages, dates, decimals, fractions, measurements, amounts of money, percentages, telephone numbers, temperatures, time, and time periods

Assignment:

1. Use a computer CD-ROM program that analyzes capitalization, punctuation, and number rules; scores quizzes, and determines remedies.
2. Take quizzes.
3. Students taking the course a second time will focus on areas of weakness.

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
20 - 75%

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

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

Exams
25 - 80%

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

None

Other Category
0 - 0%

Representative Textbooks and Materials:

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