

CSKLS 312.1 Course Outline as of Fall 2021**CATALOG INFORMATION**

Dept and Nbr: CSKLS 312.1 Title: SENTENCES & PARAGRAPHS

Full Title: Sentence and Paragraph Development

Last Reviewed: 11/9/2020

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	1.00	Lecture Scheduled	1.00	17.5	Lecture Scheduled	17.50
Minimum	1.00	Lab Scheduled	0.75	4	Lab Scheduled	13.13
		Contact DHR	0		Contact DHR	0
		Contact Total	1.75		Contact Total	30.63
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 35.00

Total Student Learning Hours: 65.63

Title 5 Category: AA Degree Non-Applicable

Grading: Grade or P/NP

Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP

Also Listed As:

Formerly: CSKLS312.1

Catalog Description:

This course covers the basic grammatical construction and punctuation of a variety of sentence types and includes methods for correcting fragment sentences and run-ons. Students will apply concepts to short written compositions.

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

Description: This course covers the basic grammatical construction and punctuation of a variety of sentence types and includes methods for correcting fragment sentences and run-ons. Students will apply concepts to short written compositions. (Grade or P/NP)

Prerequisites/Corequisites:

Recommended:

Limits on Enrollment:

Transfer Credit:

Repeatability: Two Repeats if Grade was D, F, NC, or NP

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

Student Learning Outcomes:

At the conclusion of this course, the student should be able to:

1. Students will use correct capitalization and a variety of sentence types with correct sentence punctuation to write a multi-paragraph composition.

Objectives:

At the conclusion of this course, the student should be able to:

1. Apply basic capitalization rules.
2. Use the correct end marks for all types of sentences.
3. Identify subjects, verbs, objects, modifying phrases, and conjunctions in simple, compound, and complex sentences.
4. Identify fragment sentences and revise them to make complete sentences.
5. Identify run-ons and comma splices and apply at least three methods for changing run-ons and comma splices into compound or complex sentences.
6. Structure ideas into a multi-paragraph composition that includes an introduction, body, and conclusion.
7. Word-process writing assignments, using basic MLA (Modern Language Association) format for college papers.

Topics and Scope:

- I. Capitalization Rules
 - A. Proper nouns
 - B. Titles
- II. Parts of Speech and the Sentence
 - A. Nouns, pronouns, and subjects
 - B. Predicates, verbs, and auxiliary verbs
 - C. Objects
 - D. Prepositions and prepositional phrases
- III. End Marks
- IV. Fragment Sentences and Methods for Correction

V. Compound Sentences

- A. Using coordinating conjunctions
- B. Using semicolons
- C. Using semicolons and transitional phrases
- D. Correcting run-ons and comma splices

VI. Complex Sentences

- A. Using subordination
- B. Using relative pronouns in non-restrictive clauses (optional: restrictive vs. non-restrictive clauses)

VII. Sentence Variety

- A. Sentence combining
- B. Changing compound to complex sentences, and vice-versa
- C. Selecting the most appropriate sentence type

VIII. Basic Composition

- A. Introduction, body, conclusion
- B. Revision process
- C. Editing techniques for sentence structure

IX. Basic Word-Processing and MLA Paper Format

- A. Heading
- B. Title
- C. Margins
- D. Spacing

All sections are covered in the lecture and lab portions of the course.

Assignment:

Lecture-Related Assignments:

1. Textbook exercises on capitalization, sentence structure, and sentence punctuation
2. Exercises using word processing and basic MLA format, plus computer-based and/or online exercises covering class concepts
3. Textbook and other reading assignments (approx. 5-8 pages per week)
4. At least one 1-2 page composition, including prewriting exercises, first draft, revision that incorporates peer and instructor feedback, and final draft in basic MLA format
5. Peer response groups, including providing written feedback
6. One to four quiz(zes) and/or tests, plus final exam that includes a writing component

Lab-Related Assignments:

1. Lab and/or online assignments, in-class assignments

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.

Textbook and online exercises, composition(s), lab-related assignments
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Writing 45 - 60%

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.

None

Skill Demonstrations
0 - 0%

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

Quiz(zes) and/or tests, final exam

Exams
30 - 40%

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

Participation; peer response groups; written feedback

Other Category
10 - 15%

Representative Textbooks and Materials:

Sentence Skills: A Workbook for Writers, Form B. 9th ed. Langan, John. McGraw-Hill. 2010 (classic)

At a Glance: Sentences. 5th ed. Brandon, Lee. Houghton Mifflin. 2012 (classic)

Instructor-prepared materials.