### 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		<b>Course Hours per Week</b>	]	Nbr of Weeks	<b>Course Hours Total</b>	
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:

# **ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:**

AS Degree: CSU GE:	Area Transfer Area		Effective: Effective:	Inactive: Inactive:
<b>IGETC:</b>	Transfer Area		Effective:	Inactive:
CSU Transfer	Effec	ctive:	Inactive:	
UC Transfer:	Effec	ctive:	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

Writing 45 - 60% **Problem Solving:** Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

#### None

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

None

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

Quiz(zes) and/or tests, final exam

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

Participation; peer response groups; written feedback

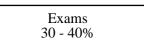
#### **Representative Textbooks and Materials:**

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.

Problem solving 0 - 0%

Skill Demonstrations	
0 - 0%	



Other Category 10 - 15%