

**BOT 299.15 Course Outline as of Fall 1992****CATALOG INFORMATION**

Dept and Nbr: BOT 299.15 Title: GRAMMAR REVIEW

Full Title: Grammar Review

Last Reviewed: 2/10/2003

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	1.00	Lecture Scheduled	0	16	Lecture Scheduled	0
Minimum	1.00	Lab Scheduled	24.00	1	Lab Scheduled	384.00
		Contact DHR	0		Contact DHR	0
		Contact Total	24.00		Contact Total	384.00
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 0.00

Total Student Learning Hours: 384.00

Title 5 Category: AA Degree Applicable

Grading: Grade or P/NP

Repeatability: 01 - May Be Taken for a Total of 1 Unit

Also Listed As:

Formerly:

**Catalog Description:**

Open entry/open exit course that allows the student to work at his/her own pace in learning and/or reviewing grammar guidelines for business writing. Students will review parts of speech and learn how to use them correctly, learn how to eliminate mistakes of subject-verb agreement, determine the difference between phrases and clauses, and decide where to place modifiers. Students must meet with an instructor one assigned hour each week. Additional work completed during open lab hours. Takes 24 hours to complete.

**Prerequisites/Corequisites:****Recommended Preparation:**

Ability to type by touch and use a word processing software package.

**Limits on Enrollment:****Schedule of Classes Information:**

Description: Open-entry/open-exit course that allows students to work at their own pace in learning and/or reviewing grammar guidelines. Students will review parts of speech & learn how to use them correctly, learn how to eliminate mistakes of subject-verb agreement, determine the

difference between phrases & clauses & decide where to place modifiers. Students must meet with instructor one assigned hour each week. Additional work complete during open lab hours. Takes 24 hours to complete. (Grade or P/NP)

Prerequisites/Corequisites:

Recommended: Ability to type by touch and use a word processing software package.

Limits on Enrollment:

Transfer Credit:

Repeatability: May Be Taken for a Total of 1 Unit

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

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

**CID:**

**Certificate/Major Applicable:**

Not Certificate/Major Applicable

## **COURSE CONTENT**

### **Outcomes and Objectives:**

1. Recognize and define the eight parts of speech and how to use them correctly.
2. Understand and use proper subject-verb agreement.
3. Detect the difference between phrases, clauses, and sentences and when to use them.
4. Know where to place modifiers to avoid confused meanings.
5. Determine when to use pronouns such as "who" and "whom" and "I" and "me".

### **Topics and Scope:**

1. Parts of Speech
  - a. noun
  - b. pronoun
  - c. adjective
  - d. verb
  - e. adverb
  - f. articles
  - g. prepositions
  - h. conjunctions
  - i. attractive
2. Sentences and Dependent Clauses
  - a. phrases

- b. clauses
- c. sentence
  - 1. simple
  - 2. compound
  - 3. complex
  - 4. compound-complex
- 3. English Usage
  - a. agreement of subject and verb
  - b. singulars, plurals, possessives, and contractions
  - c. pronouns
  - d. words that sound alike
  - e. double negatives

### Assignment:

Completion of exercises and creation of sentences and paragraphs.

### 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, This is a degree applicable course but assessment tools based on writing are not included because problem solving assessments and skill demonstrations are more appropriate for this course.

Writing  
0 - 0%

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

Quizzes

Problem solving  
50 - 60%

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

Class performances, Performance exams

Skill Demonstrations  
20 - 30%

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

Multiple choice, True/false, Matching items

Exams  
30 - 40%

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

None

Other Category  
0 - 0%

### Representative Textbooks and Materials:

Improving Basic Grammar and Writing Skills, Joyce Hing-McGowan,  
South-Western, 1992.