

**ENGL 770 Course Outline as of Fall 2019****CATALOG INFORMATION**

Dept and Nbr: ENGL 770      Title: WRITING CENTER  
 Full Title: Writing Center  
 Last Reviewed: 8/27/2018

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	0	Lecture Scheduled	0	17.5	Lecture Scheduled	0
Minimum	0	Lab Scheduled	0	1	Lab Scheduled	0
		Contact DHR	10.00		Contact DHR	175.00
		Contact Total	10.00		Contact Total	175.00
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 0.00

Total Student Learning Hours: 175.00

Title 5 Category: Non-Credit  
 Grading: Non-Credit Course  
 Repeatability: 27 - Exempt From Repeat Provisions  
 Also Listed As:  
 Formerly:

**Catalog Description:**

In this course students will receive individualized instruction in essential English skills. This course supports students with academic reading and writing assignments from across disciplines and with college and job preparation writing tasks. It also supports students by developing their college level English skills, including academic writing, active reading, and grammar.

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

Description: In this course students will receive individualized instruction in essential English skills. This course supports students with academic reading and writing assignments from across disciplines and with college and job preparation writing tasks. It also supports students by developing their college level English skills, including academic writing, active reading, and grammar. (Non-Credit Course)

Prerequisites/Corequisites:

Recommended:

Limits on Enrollment:

Transfer Credit:

Repeatability: Exempt From Repeat Provisions

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

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

<b>IGETC:</b>	<b>Transfer Area</b>	Effective:	Inactive:
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<b>CSU Transfer:</b>	Effective:	Inactive:
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<b>UC Transfer:</b>	Effective:	Inactive:
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**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. Identify specific reading or writing topics for which staff can provide instruction.
2. Demonstrate increased understanding of concepts or topics necessary for completion of reading or writing assignments.
3. Demonstrate improvement of a specific skill or skills necessary for completion of reading or writing assignments.
4. Complete college reading or writing assignments with greater confidence.

### **Objectives:**

1. Actively participate in consultations.
2. Improve understanding of and skills in active reading, academic writing, and/or research.
3. Apply feedback from consultations to specific college or course-related assignments.

### **Topics and Scope:**

Students will receive instruction in one or more of the following:

Writing:

- I. Prewriting Strategies
- II. Audience and Tone
- III. Narrowing/Broadening a Topic
- IV. Developing a Thesis
- V. Essay Organization Patterns
  - A. Narrative
  - B. Descriptive
  - C. Cause and effect

- D. Compare and contrast
- E. Analysis/Synthesis
- F. Argument
- VI. Introductory Devices
- VII. Concluding the Essay
- VIII. Paragraph Development
  - A. Developing support
    - 1. topic sentences and main ideas
    - 2. specific examples
    - 3. supporting quotations
    - 4. forms of evidence
    - 5. analysis and explanation
  - B. Transitions between sentences
  - C. Transitions between paragraphs
- IX. Style
  - A. Vocabulary
  - B. Figurative language
  - C. Avoiding wordiness and redundancy
- X. Revision
  - A. Evaluating essay and paragraph structure
  - B. Assessing consistency in meeting assignment parameters
  - C. Obtaining objective reader's understanding of argument
- XI. Editing and Revision
  - A. Formatting
  - B. Creating a title
  - C. Linguistic clarity
  - D. Achieving stylistic intention
- XII. Research and Documentation Techniques/Guidelines
  - A. MLA
  - B. APA
  - C. Avoiding plagiarism

#### Grammar:

- I. Parts of Speech
- II. Basic Punctuation and Spacing
- III. Titles
- IV. Numbers and Dates
- V. Capitalization
- VI. Abbreviation
- VII. Spelling
  - A. Commonly misspelled words
  - B. Homonyms
  - C. Hyphenated words
- VIII. Subject/Verb Agreement
- IX. Pronoun/Antecedent Agreement
- X. Dangling Phrases
- XI. Wordiness

#### Active Reading:

- I. Identifying Active Reading Strategies
  - A. Previewing and making predictions
  - B. Annotating

- C. Identifying structural and stylistic features
- D. Making connections between ideas from a text and other texts, examples from cultural, and personal experience
- E. Identifying points of confusion and developing critical questions
- II. Identifying the Main Idea in Paragraphs and Longer Readings
- III. Identifying Major and Minor Details
- IV. Writing a Summary
- V. Writing a Response
- VI. Improving Vocabulary
- VII. Identifying Tone
- VIII. Distinguishing Between Fact and Opinion
- IX. Identifying Genres of Literature

**Assignment:**

Students will independently complete and revise assignments for English and other classes, with assistance from instructors who are available for individual tutorials.

**Representative Assignments:**

1. Writing assignments related to English composition courses
2. Writing and revising essays for composition courses
3. Writing and revising research papers
4. Reading and analyzing assignments
5. Library and Internet research
6. Grammar, punctuation, and spelling tutorials
7. Personal essays or statements for transfer and scholarship applications

**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
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Writing 0 - 0%
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**Problem Solving:** Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

None
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Problem solving 0 - 0%
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**Skill Demonstrations:** All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Complete and revise assignments
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Skill Demonstrations 10 - 90%
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**Exams:** All forms of formal testing, other than skill performance exams.

None

Exams  
0 - 0%

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

Attendance and participation

Other Category  
10 - 90%

**Representative Textbooks and Materials:**

Instructor prepared materials