

I. CATALOG INFORMATION

A. Discipline: ENGLISH

B. Subject Code and Number: ENGL M03

C. Course Title: Writing Skills

D. Credit Course units:

Units: 3

Lecture Hours per week: 2

Lab Hours per week : 3

Variable Units : No

E. Student Learning Hours:

Lecture Hours:

Classroom hours: 35 - 35

Laboratory/Activity Hours:

Laboratory/Activity Hours 52.5 - 52.5

Total Combined Hours in a 17.5 week term: 87.5 - 87.5

F. Non-Credit Course hours per week _____

G. May be taken a total of: 1 2 3 4 time(s) for credit

H. Is the course co-designated (same as) another course: No Yes

If YES, designate course Subject Code & Number: _____

I. Course Description:

Emphasizes basic writing skills through intensive practice in developing ideas, making clear statements, and organizing information at the level of the paragraph and short essay. Stresses grammar, spelling, vocabulary, and sentence structure in order to compose, revise, and edit essays through regular practice in the computer lab.

J. Entrance Skills

*Prerequisite: No Yes Course(s)

*Corequisite: No Yes Course(s)

Limitation on Enrollment: No Yes

Recommended Preparation: No Yes Course(s)

Other: No Yes

K. Other Catalog Information:

II. COURSE OBJECTIVES

Upon successful completion of the course, a student will be able to:

		Methods of evaluation will be consistent with, but not limited by, the following types or examples.
1	identify the main ideas and structural components of short college-level readings.	Discussion Quizzes Journals Essays Projects
2	compose sentences that are internally coherent, free of basic distracting errors, using appropriate diction and correct spelling.	Quizzes Exercises Essays
3	compose coherent paragraphs, including topic sentences and supporting ideas and evidence.	Quizzes Exercises Essays
4	use the writing process (prewriting, drafting, revising) to compose, revise, and edit a short essay.	Discussions Essays
5	use computer technology to accomplish the above objectives.	Quizzes Exercises Essays

III. COURSE CONTENT

Estimated %	Topic	Learning Outcomes
Lecture (must total 100%)		
5.00%	Basic qualities of effective writing: -value of writing -definition of essay	2, 3, 4
20.00%	Grammar: -parts of speech -phrases -clauses	2
15.00%	Sentence structure: -types of sentences -paratactic and syntactic structures	2

10.00%	Vocabulary and diction	1, 2
10.00%	Paragraph development: -unity -cohesion -detail -organization -transitions	1, 3, 5
20.00%	Common distracting errors, such as fragments, fused sentences, and comma splices	2
10.00%	Reading and discussion of essays to analyze structure and effective writing techniques	1, 2, 3
10.00%	Discussion of student writing, pointing out strengths and weaknesses	2, 3
Lab (must total 100%)		
10.00%	Introduction to computer lab Introduction to basic skills and word processing software	5
25.00%	Independent student study and practice on basic skills activities or software to reinforce concepts taught in lecture hours	1, 2, 3, 5
25.00%	Instructor/student conferences to discuss exercises, journals, drafts, and individual problems or errors	1, 2, 3, 4, 5
40.00%	Composition of drafts, peer feedback, and revision	4, 5

IV. TYPICAL ASSIGNMENTS

A. Writing assignments

Writing assignments are required. Possible assignments may include, but are not limited to:

1	in-class quizzes on assigned reading.
2	essay or objective exams.
3	thesis statements (on cards) of essays read.
4	summaries of brief essays read.
5	coherent paragraphs, including topic sentences and supporting ideas and evidence.

B. Appropriate outside assignments

Appropriate outside assignments are required. Possible assignments may include, but are not limited to:

1	assigned readings from text and other sources.
2	attendance at a campus performance.
3	Standard Written English (SWE) exercises.
4	practice in using the writing process (prewriting, drafting, revising) to compose, revise, and edit short essays.

C. Critical thinking assignments

Critical thinking assignments are required. Possible assignments may include, but are not limited to:

1	identification of main ideas in reading assignments.
2	application of general grammatical/syntactical principles to student's own sentences.
3	peer review of classmates' writing.
4	revision of student's own writing.
5	synthesis of two professional writings, e.g., comparison/contrast of two essays with common content or topic.

V. METHODS OF INSTRUCTION

Methods of instruction may include, but are not limited to:

- Distance Education – When any portion of class contact hours is replaced by distance education delivery mode (Complete DE Addendum, Section XV)
- Lecture/Discussion
- Laboratory/Activity
- Other (Specify) group projects and peer review
- Optional Field Trips
- Required Field Trips

VI. METHODS OF EVALUATION

Methods of evaluation may include, but are not limited to:

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Essay Exam | <input checked="" type="checkbox"/> Classroom Discussion | <input type="checkbox"/> Skill Demonstration |
| <input type="checkbox"/> Problem Solving Exam | <input checked="" type="checkbox"/> Reports/Papers/Journals | <input type="checkbox"/> Participation |
| <input checked="" type="checkbox"/> Objective Exams | <input checked="" type="checkbox"/> Projects | <input checked="" type="checkbox"/> Other (specify) |

Peer review

VII. REPRESENTATIVE TEXTS AND OTHER COURSE MATERIALS

Wilson, Paige, and Teresa Glazier. The Least You Should Know about English: Writing Skills, Form B. 12th ed. Cengage, 2015.

Fitzpatrick, Carolyn H., Marybeth Ruscica, and Vincent Fitzpatrick. Complete Sentence Workout Book; with Readings. 5th ed. Pearson, 2004.

Hacker, Diana, and Nancy Sommers. A Pocket Style Manual, 2016 MLA Update. 7th ed. Bedford/St. Martin's, 2016.

Langan, John, and Paul Langan. Sentence Skills with Readings. 5th ed. McGraw-Hill, 2013.

VIII. STUDENT MATERIALS FEES

No Yes

IX. PARALLEL COURSES

College	Course Number	Course Title	Units
Ventura College	ENGL V03	Basic English Composition	5
Oxnard College	ENGL R068	Basic Composition	5
West Los Angeles College	ENGL 21	English Fundamentals	3
San Bernardino Valley College	ENGL 914	Basic Writing	3

X. MINIMUM QUALIFICATIONS

Courses Requiring a Masters Degree:

Master's in English, literature, comparative literature, or composition OR Bachelor's in any of the above AND Master's in linguistics, TESL, speech, education with a specialization in reading, creative writing, or journalism OR The equivalent

XI. ARTICULATION INFORMATION

A. Title V Course Classification:

1. This course is designed to be taken either:

- Pass/No Pass only (no letter grade possible); or
 Letter grade (P/NP possible at student option)

2. Degree status:

Either Associate Degree Applicable; or Non-associate Degree Applicable

B. Moorpark College General Education:

1. Do you recommend this course for inclusion on the Associate Degree General Education list?

Yes: No: If YES, what section(s)?

- A1 - Natural Sciences - Biological Science
 A2 - Natural Sciences - Physical Science
 B1 - Social and Behavioral Sciences - American History/Institutions
 B2 - Social and Behavioral Sciences - Other Social Behavioral Science
 C1 - Humanities - Fine or Performing Arts
 C2 - Humanities - Other Humanities
 D1 - Language and Rationality - English Composition
 D2 - Language and Rationality - Communication and Analytical Thinking
 E1 - Health/Physical Education
 E2 - PE or Dance
 F - Ethnic/Gender Studies

C. California State University(CSU) Articulation:

1. Do you recommend this course for transfer credit to CSU? Yes: No:

2. If YES do you recommend this course for inclusion on the CSU General Education list?

Yes: No: If YES, which area(s)?

A1 A2 A3 B1 B2 B3 B4

C1 C2 D1 D2 D3 D4 D5

D6 D7 D8 D9 D10 E

D. University of California (UC) Articulation:

1. Do you recommend this course for transfer to the UC? Yes: No:

2. If YES do you recommend this course for the Intersegmental General Education Transfer Curriculum (IGETC)? Yes: No:

IGETC Area 1: English Communication

- English Composition
- Critical Thinking-English Composition
- Oral Communication

IGETC Area 2: Mathematical Concepts and Quantitative Reasoning

- Mathematical Concepts

IGETC Area 3: Arts and Humanities

- Arts
- Humanities

IGETC Area 4: Social and Behavioral Sciences

- Anthropology and Archaeology
- Economics
- Ethnic Studies
- Gender Studies
- Geography
- History
- Interdisciplinary, Social & Behavioral Sciences
- Political Science, Government & Legal Institutions
- Psychology
- Sociology & Criminology

IGETC Area 5: Physical and Biological Sciences (mark all that apply)

- Physical Science Lab or Physical Science Lab only (none-

sequence)

- Physical Science Lecture only (non-sequence)
- Biological Science
- Physical Science Courses
- Physical Science Lab or Biological Science Lab Only (non-sequence)
- Biological Science Courses
- Biological Science Lab course
- First Science course in a Special sequence
- Second Science course in a Special Sequence
- Laboratory Activity
- Physical Sciences

IGETC Area 6: Language other than English

- Languages other than English (UC Requirement Only)
- U.S. History, Constitution, and American Ideals (CSU Requirement ONLY)
- U.S. History, Constitution, and American Ideals (CSU Requirement ONLY)

XII. REVIEW OF LIBRARY RESOURCES

A. What planned assignment(s) will require library resources and use?

The following assignments require library resources: None

B. Are the currently held library resources sufficient to support the course assignment?

YES: NO:

If NO, please list additional library resources needed to support this course.

XIII. PREREQUISITE AND/OR COREQUISITE JUSTIFICATION

ENGL M03: Not Applicable

XIV. WORKPLACE PREPARATION

ENGL M03: Not Applicable

XV. DISTANCE LEARNING COURSE OUTLINE ADDENDUM

ENGL M03: Not Applicable

XVI. GENERAL EDUCATION COURSE OUTLINE ADDENDUM

ENGL M03: Not Applicable

XVII. STUDENT MATERIALS FEE ADDENDUM

ENGL M03: Not Applicable

XVIII. REPEATABILITY JUSTIFICATION TITLE 5, SECTION 55041

ENGL M03: Not Applicable

XIX. CURRICULUM APPROVAL

Course Information:

Discipline: ENGLISH

Discipline Code and Number: ENGL M03

Course Revision Category: Outline Update

Course Proposed By:

Originating Faculty Jerry Mansfield 11/18/2016

Faculty Peer: Jerry Mansfield 11/28/2016

Curriculum Rep: Wade Bradford 11/29/2016

Department Chair: Sydney Sims 11/22/2016

Division Dean: Jane Morgan 11/22/2016

Approved By:

Curriculum Chair: Jerry Mansfield 12/14/2016

Executive Vice President: _____

Articulation Officer: Letrisha Mai 11/30/2016

Librarian: Mary LaBarge 11/29/2016

Implementation Term and Year: Fall 2017

Approval Dates:

Approved by Moorpark College Curriculum Committee: 12/06/2016

Approved by Board of Trustees (if applicable): _____

Approved by State (if applicable): 01/23/2017