

COCONINO COMMUNITY COLLEGE
COURSE OUTLINE

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December 4, 1991
Spring 1999
Fall 2000
Spring 2003
November 6, 2014
February 22, 2016

A. Identification:

1. Subject Area: English (ENG)
2. Course Number: 100
3. Course Title: Fundamentals of Composition
4. Credit Hours: 4
5. Description: Integrated reading/critical thinking/writing approach to basic skills needed for success in college. Extensive writing practice with emphasis on the writing process, writing strategies and essay development. Prerequisite: ENG 095 or placement beyond prerequisite. Four lecture.

B. Course Goals:

1. To prepare students for the reading, critical thinking, and writing skills required in college-level English courses or in the workplace through extensive practice in critical reading and writing.
2. To provide training in essay development, grammar and writing mechanics

C. Course Outcomes: Upon successful completion of this course, student will:

1. write complete, clear and grammatically correct sentences;
2. utilize a variety of simple and complex sentences;
3. paraphrase and summarize from their reading;
4. synthesize ideas from readings with their own experiences and ideas;
5. follow the writing process: prewriting (idea generating, organizing) drafting, revising, and editing;
6. analyze and critique their own writing and peer writing;
7. make informed decisions concerning purpose, audience, point of view, thesis statement, and organization in their own writing;
8. revise their writing for unity, coherence, sentence variety, and clarity;
9. edit for usage, spelling, and mechanics;
10. write a minimum of four essays of instructor-evaluated writing to include essays of 2-3 pages in length, illustrating sufficient competency to succeed in English 101;
11. and maintain a portfolio of all coursework and class materials for end of the semester instructor review.

D. Assessment of Course Outcomes will include:

1. course grades as determined by the instructor as outlined in the course syllabus;
2. writing a minimum of four essays of instructor-evaluated writing to include essays of 2-3 pages in length, illustrating sufficient competency to succeed in English 101;
3. and students keeping a portfolio of all coursework and class materials for end of the semester instructor review.

E. Course Content will include:

1. grammar/punctuation/syntax:
 - a. subject/verb agreement;
 - b. tense consistency;
 - c. subject/pronoun agreement;

- d. sentence fragments;
 - e. run-on sentences;
 - f. punctuation;
 - g. and capitalization;
2. the writing process:
- a. prewriting;
 - b. drafting;
 - c. revising;
 - d. editing;
 - e. publishing/presentation;
3. essay development:
- a. purpose;
 - b. audience;
 - c. point of view;
 - d. organization;
 - i. thesis sentence;
 - ii. topic sentence;
 - iii. specific support;
 - iv. transitions;
 - e. introductory paragraph techniques;
 - f. concluding paragraph strategies;
4. patterns of writing development:
- a. description/ narrative;
 - b. cause and effect/comparison and contrast;
 - c. academic exposition;
 - d. process;
 - e. exemplification;
5. revision:
- a. revising for unity and coherence;
 - b. revising for sentence variety and clarity;
 - c. and editing for effective word choice and mechanical correctness.