

COCONINO COMMUNITY COLLEGE
COURSE OUTLINE

Prepared by: Ann Wells/ Kim Khatibi
Prepared by: Ann Wells
Status: Permanent
Effective: Fall 2017

January 28, 2016
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A. Identification:

1. Subject Area: English (ENG)
2. Course Number: 095
3. Course Title: Basic Reading and Writing Skills
4. Credit Hours: 4
5. Course Description: The course focuses on principles of basic reading and writing skills through, vocabulary development, reading strategies, reading comprehension, recognizing reading and writing structures, grammar and punctuation, sentence structure, and concepts of paragraph and essay development. Prerequisite: Placement. May be taken for S/U credit. Four lecture. Fall, Spring.

B. Course Goals: To prepare students for 100-level English coursework and enable students to gain competency in reading fluency, comprehension, grammatical construction, and paragraph and essay construction.

C. Course Outcomes

Upon completion of this course, students will:

1. develop the ability to use vocabulary development strategies;
2. demonstrate reading strategies for comprehension;
3. use text annotation for active reading;
4. identify and summarize main and supporting ideas in text;
5. recognize textbook and writing structures;
6. demonstrate standard usage of grammar and punctuation;
7. practice the writing process;
8. compose clear, effective sentences;
9. organize and develop ideas into paragraphs and essays;
10. develop skills for online learning by utilizing an adopted online learning component which targets individualized reading and writing skills;
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 determined by the instructor as outlined in the course syllabus;
2. instructor evaluated quizzes, tests, and assignments;
3. online learning program assignments;
4. a minimum of two (2) instructor-evaluated essays of 1 ½ -2 pages in length, illustrating competency to succeed in ENG 100;
5. and a portfolio of all coursework and class materials for end of the semester instructor review.

E. Course Content will include:

1. vocabulary and reading fluency:
 - a. prefixes, suffixes, roots, context clues;
 - b. word recognition and comprehension;
 - c. pacing for comprehension;

2. textbook structure:
 - a. headings/ visuals;
 - b. organizational structure;
3. active reading:
 - a. strategies;
 - b. annotation;
 - c. inference;
4. main and supporting ideas:
 - a. Mapping/ graphic organizers;
 - b. Outlining;
 - c. summarization;
5. correct usage of grammar and mechanics:
 - a. nouns and pronouns;
 - b. modifiers;
 - c. verbs;
 - d. agreement;
 - e. basic punctuation, grammar, and capitalization;
6. Sentence writing skills:
 - a. correct sentence fragments and run-ons;
 - b. proper verb tense consistency;
 - c. proper subject-verb agreement;
 - d. sentence variety and clarity;
7. The writing process:
 - a. pre-writing;
 - b. drafting;
 - c. revising;
 - d. editing;
 - e. presentation;
8. Basic writing development:
 - a. generate ideas;
 - b. identify audience and purpose;
 - c. formulate topic sentences / thesis statements;
 - d. connect sentences and paragraphs with transitions;
 - e. write introductory sentences;
 - f. write concluding sentences;
 - g. develop support for ideas;
 - h. write unified and coherent paragraphs;
9. Types of writing:
 - a. narration;
 - b. description;
 - c. process analysis;
 - d. exemplification;
 - e. comparison and contrast;
 - f. and cause and effect.