

Course discipline/number/title: ENGL 1630: English Grammar for Careers

A. CATALOG DESCRIPTION

1. Credits: 3
2. Hours/Week: 3
3. Prerequisites (Course discipline/number): College level reading and writing skills
4. MnTC Goals (if any): NA

This course uses an editorial focus to study and examine principles of language use; students' review and refine application of standard grammar principles. Students edit a variety of prepared sentences and texts representative of business, professional, and academic writing. Designed for practical application, this course allows students to refine those grammar skills they will apply in designing, editing, or transcribing documents in professional settings. Students learn the process for making informed language decisions; they learn to think their way through language applications.

B. DATE LAST REVISED (Month, year): May, 2016

C. OUTLINE OF MAJOR CONTENT AREAS:

1. Predicate agreement
2. Possessive forms
3. Pronoun forms
4. Punctuation
5. Capitalization

D. LEARNING OUTCOMES (GENERAL): The student will be able to:

1. Identify and apply uses for semicolons, colons, and dashes
2. Identify and apply visual-centered and auditory spelling principles
3. Identify and apply possessive principles
4. Identify and apply principles of pronoun use
5. Identify and apply predicate agreement principles
6. Identify and apply pronoun-antecedent principles
7. Identify and apply comma principles
8. Identify and apply end punctuation principles for sentences
9. Identify and apply capitalization principles

E. LEARNING OUTCOMES (MNTC): NA

F. METHODS FOR EVALUATION OF STUDENT LEARNING:

1. Quizzes
2. Tests
3. Short writing assignments
4. In class essays
5. Presentations
6. Case studies

G. RCTC CORE OUTCOME(S) ADDRESSED:

Communication. Students will communicate appropriately for their respective audiences.

Critical Thinking. Students will think systematically and explore information thoroughly before accepting or formulating a position or conclusion.

H. SPECIAL INFORMATION (if any): None