

# COURSE SYLLABUS

<b>LAST REVIEW</b>	Spring 2021
<b>COURSE TITLE</b>	Pre-Composition
<b>COURSE NUMBER</b>	ENGL 0099
<b>DIVISION</b>	Arts, Communications, and Humanities
<b>DEPARTMENT</b>	ENGL
<b>CIP CODE</b>	24.0199
<b>CREDIT HOURS</b>	3
<b>CONTACT HOURS/WEEK</b>	Class: 3                      Lab: X                      Clinical: X
<b>PREREQUISITES</b>	

Appropriate assessment score as determined by the KCKCC Academic Resource Center Assessment Procedure.

**COURSE PLACEMENT** Students must meet the correct placement measure for this course. Information may be found at:  
<https://www.kckcc.edu/admissions/information/mandatory-evaluation-placement.html>

## COURSE DESCRIPTION

This course is designed to introduce students to college level writing and to prepare students for successful completion of *Composition I* and *Composition II*. Specifically this course focuses on principles of grammar, usage, sentence structure, and concepts of paragraph and essay writing.

## KANSAS SYSTEMWIDE TRANSFER: ENGL0099

The learning outcomes and competencies detailed in this course outline or syllabus meet or exceed the learning outcomes and competencies specified by the Kansas Core Outcomes Groups project for this course as approved by the Kansas Board of Regents.

## PROGRAM ALIGNMENT

This course is part of a program aligned through the Kansas Board of Regents and Technical Education Authority. For more information, please visit:  
[https://kansasregents.org/workforce\\_development/program-alignment](https://kansasregents.org/workforce_development/program-alignment)

**General Education Learning Outcome**

- Basic Skills for Communication
- Mathematics
- Humanities
- Natural and Physical Sciences
- Social and Behavioral Sciences

**Institutional Learning Outcomes**

- Communication
- Computation and Financial Literacy
- Critical Reasoning
- Technology and Information Literacy
- Community and Civic Responsibility
- Personal and Interpersonal Skills

**TEXTBOOKS**

<http://kckccbookstore.com/>

**METHODS OF INSTRUCTION**

A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

**COURSE OUTLINE**

- I. Introduction to College Writing
- II. Initial Writing Assessment
- III. Review of the Writing Process
- IV. Written In-Class and Outside of Class Assignments
- V. Individual Emphasis on Spelling and Grammar Areas
- VI. Introduction to the Essay Writing Process
- VII. Critical Reading/Interpretation of Written Material  
Introduction to Documentation/Review of Plagiarism

## **COURSE LEARNING OUTCOMES AND COMPETENCIES**

Upon successful completion of this course, the student will:

- A. The learner will be able to write a variety of improved paragraphs without major sentence structure, grammar, and spelling errors.
  
- B. The learner will be able to write an appropriate essay demonstrating paragraph development and unifying elements without major sentence structure, grammar and spelling errors.
- C. The learner will be able to demonstrate various pre-writing techniques for paragraphs and essays.
- D. The learner will be able to demonstrate in written assignments the ability to proofread and revise paragraphs and essays.
- E. The learner will be able to understand and demonstrate the use of various components of paragraphs and essays.
- F. The learner will be able to demonstrate the use of the dictionary and thesaurus as writing tools.
- G. The learner will be able to understand the importance of academic honesty in writing and the definition of plagiarism.
- H. The learner will be able to produce writing which demonstrates comprehension of reading materials which includes an emphasis on comprehension, interpretation, critical thinking, and multicultural awareness.
- I. The learner will be able to demonstrate appropriate progress towards college level writing abilities as measured on pre and post writing rubric assessment.
- J. *Participate in an initial timed pre-assessment to establish writing ability and areas for improvement*
- K. *Write sentences which demonstrate correct usage of the parts of speech, punctuation, and capitalization.*
- L. *Write sentences, paragraphs and essays which demonstrate appropriate word choice and tone.*
- M. *Write sentences, paragraphs, and essays that are free of sentence errors.*
- N. *Write sentences, paragraphs and essays free of shifts in person and errors in verb use.*
- O. *Produce various rhetorical types of paragraphs and essays.*
- P. *Determine the audience and purpose for paragraphs and essays.*
- Q. *Demonstrate the ability to write a clear focus statement for both a paragraph and an essay.*
- R. *Demonstrate an ability to develop ideas and arguments to produce an effective, unified, and coherent paragraph and essay.*

- S. Discuss and demonstrate personal specific areas for proofreading in grammar, spelling and sentence structure.
- T. Maintain a journal for idea generation, responses to written assignments, spelling demons and grammar notes.
- U. Demonstrate the use of a quotation or a reference in a paragraph or an essay.
- V. Writing ability at the college level as determined by a final written assessment.
- W. Complete course evaluation of progress notes.
- X. Discuss elements of critical reading which contribute to the writing process.
- Y. Understand general college writing requirements for other courses.
- Z. Demonstrate the writing process through various components of the drafting processes.
- AA. Demonstrate the use of a reference grammar text or online reference to answer questions about the writing process.
- BB. Demonstrate the use of writing reference sources such as the dictionary and thesaurus, both hard copy and/or online references to assist in the writing process.
- CC. Understand and apply personal learning style applications to the writing process.
- DD. Demonstrate an ability to self-correct and to monitor for personal writing errors

### **ASSESSMENT OF COURSE LEARNING OUTCOMES AND COMPETENCIES**

Student progress is evaluated through both formative and summative assessment methods. Specific details may be found in the instructor's course information document.

### **COLLEGE POLICIES AND PROCEDURES**

*Student Handbook*

<https://www.kckcc.edu/files/docs/student-resources/student-handbook-and-code-of-conduct.pdf>

*College Catalog*

<https://www.kckcc.edu/academics/catalog/index.html>

*College Policies and Statements*

<https://www.kckcc.edu/about/policies-statements/index.html>

*Accessibility and Accommodations*

<https://www.kckcc.edu/academics/resources/student-accessibility-support-services/index.html>.