

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. Essay Pre-Writing
 - A. Brainstorming
 - B. Free-writing
 1. Reading
 2. Discussion
 3. Observation
- II. Essay Writing
 - A. Introduction
 - B. Paragraphs
 1. Thesis statement of essay
 2. Transitional phrases and sentences
 3. Unity, coherence, completeness
 4. Information, detail
 - C. Conclusion
 - D. Diction
 1. Formality
 2. Originality
 3. Connotations/denotations

- E. Rhetorical patterns and combinations
 - 1. Exemplification
 - 2. Classification
 - 3. Causal analysis
 - 4. Narration
 - 5. Description
 - 6. Process Analysis
 - 7. Definition
 - 8. Comparison/contrast
 - 9. Essay of logical argumentation
- III. Essay Revising
 - A. Draft
 - B. Guidelines
 - 1. Address a specific audience
 - 2. Consider the writer's role
 - 3. Make purpose clear to reader
 - 4. Develop ideas logically
 - 5. Improve organization, development, unity, and coherence
 - 6. Use effective vocabulary
 - 7. Employ consistent tone and style
 - 8. Include an appropriate title
 - 9. Eliminate errors and mechanics
 - 10. Employ effective coordination, subordination, and parallel structure in sentences

COURSE LEARNING OUTCOMES AND COMPETENCIES

Upon successful completion of this course, the student will:

- A. Employ conventions of format, structure, voice, tone and level of formality to Produce writing for specific purposes and audiences as required by various writing situations.
- B. Practice ethical means of creating their work while integrating their own ideas with those of others.
- C. Demonstrate an ability to fulfill standards of syntax, grammar, punctuation, and spelling for various rhetorical contexts.
- D. Apply flexible strategies for prewriting, developing, drafting, revising, editing, and proofreading.
- E. Critique their own and others' work.

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>.