A. Course Description

- Credits: 2.00
- Lecture Hours/Week: 2.00
- Lab Hours/Week: 0.00
- OJT Hours/Week: 0
- Prerequisites: None
- Corequisites: None
- MnTC Goals: None

This course is an extensive, comprehensive study of English grammar, spelling, word usage, punctuation, number usage, capitalization and abbreviation rules, and proofreading.

B. Course Effective Dates: 7/1/16 – Present

C. Outline of Major Content Areas

As noted on course syllabus

D. Learning Outcomes

1. Identify the different types of sentences, abbreviations, number rules, capitalization, and typographical errors by utilizing, practicing, identifying and correcting proofreading, grammar, and sentence structure errors.
2. Identify, learn, apply, and correct word usage, fragments, comma splices, run-ons, pronouns, apostrophes, spelling, commas, combining sentences, subject-verb agreement, and spelling.
3. Learn, identify, and apply extensive sentence structure, proofreading, capitalization, and grammar skills rules.
4. Utilize critical thinking skills and apply those skills through discussion, exercises, worksheets, lecture, D2L, and completing MindTap exercises and quizzes

E. Minnesota Transfer Curriculum Goal Area(s) and Competencies

F. Learner Outcomes Assessment

As noted on course syllabus

G. Special Information

None noted