

# Dakota County Technical College

## ENGL 0130: English Essentials

### A. COURSE DESCRIPTION

Credits: 3

Lecture Hours/Week: 3

Lab Hours/Week: \*.\*

OJT Hours/Week: \*.\*

Prerequisites:

This course requires either of these prerequisites

ENGL 0120 - Fundamentals of College Writing

A score of 70 on test Accuplacer Sentence Skills

Corequisites: None

MnTC Goals: None

This is a basic writing course that introduces students to the primary principles of college composition and professional writing skills. The courses primary skill areas include organizational development, refined grammar and punctuation execution, proper paragraph development, short essay construction, proofreading skills, audience recognition, and rules for formatting.

**B. COURSE EFFECTIVE DATES:** 02/03/1999 - Present

**C. OUTLINE OF MAJOR CONTENT AREAS**

#### **D. LEARNING OUTCOMES (General)**

1. Construct complete sentences
2. Correct subject/verb agreement
3. Correct preposition problems
4. Correct pronoun problems
5. Correct sentence fragments
6. Correct run-on sentences
7. Identify end punctuation rules
8. Write coherent paragraphs
9. Demonstrate good transition/flow of paragraphs
10. Demonstrate use of appropriate style and document type
11. Identify the purpose and task of writing situation
12. Explain the steps of a process
13. Describe a process
14. Write a usable outline
15. Use research gathering strategies
16. Demonstrate arrangement of information styles
17. Write topic sentences
18. Demonstrate editing techniques
19. Identify document design
20. Demonstrate proofreading techniques
21. Explain elements of direct and indirect approach
22. Write descriptive paragraphs
23. Summarize technical information
24. Demonstrate persuasive writing
25. Write journal entries
26. Handle difficult grammar and punctuation issues
27. Identify ethical issues
28. Identify liability issues
29. Explain good public relations
30. Choose a point of view
31. Analyze/edit peer essays
32. Participate in peer response groups
33. Demonstrate critical thinking
34. Demonstrate ability to write precisely
35. Demonstrate ability to write concisely
36. Demonstrate ability to write analytically
37. Examine library and field resources
38. Demonstrate appropriate note taking

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

None

**F. LEARNER OUTCOMES ASSESSMENT**

As noted on course syllabus

**G. SPECIAL INFORMATION**

None noted