Course Description:

This course is designed to prepare the student for basic competency in written communication skills. It can also serve as preparation for academic success in College English I. Four areas are examined: sentence structure, usage, punctuation, and composition skills. Paragraph and short essay writing will be introduced.

Course Competencies:

Upon completion of the course, the student should be able to:

1. Recognize basic English sentence structure.
2. Write complete sentences that adequately express their intended meaning.
3. Develop and organize material for writing basic paragraphs and short essays.
4. Write unified, organized paragraphs and short essays.
5. Use basic English punctuation and spelling.
6. Apply the basic components of the writing process: pre-writing, drafting, revising, editing and proofreading.

Course Content:

A. The Writing Process
B. Narration
C. Description
D. Illustration
E. Process
F. Comparison and Contrast
G. Cause and Effect
H. Classification
I. Persuasion

Learning Assessments:

This is a credit/no credit course. Competencies will be assessed by the completion of a course work portfolio, completion of pre-writing, drafts, and final drafts of paragraph and essay assignments, and a final exam.
Instructional Materials:

ISBN 10: 0-495-90525-9

Guidelines for Requesting Accommodations Based on Documented Disability or Medical Condition

It is the intention of Highland Community College to work toward full compliance with the Americans with Disabilities Act, to make instructional programs accessible to all people, and to provide reasonable accommodations according to the law.

Students should understand that it is their responsibility to self-identify their need(s) for accommodation and that they must provide current, comprehensive diagnosis of a specific disability or medical condition from a qualified professional in order to receive services. Documentation must include specific recommendations for accommodation(s). Documentation should be provided in a timely manner prior to or early in the semester so that the requested accommodation can be considered and, if warranted, arranged.

In order to begin the process all students must complete the “Disabilities Self-Identification Form” at this link: https://highlandcc.edu/pages/disability-services.

This form can also be accessed at the Highland Community College homepage under Students Services/Student Resources/Disability Service or by contacting the Disabilities Coordinator.