COURSE INFORMATION FORM

DISCIPLINE
Basic Skills

COURSE TITLE
Punctuation

CR.HR 1 LECT HR. LAB HR. 2 CLIN/INTERN HR. CLOCK HR. _____

CATALOG DESCRIPTION
Rules and use of punctuation.

PREREQUISITES
None

EXPECTED STUDENT OUTCOMES IN THE COURSE
Upon completion of this course, the student will be able to:

1. Identify and apply the period, question mark, exclamation point, semicolon, colon, quotation marks, hyphen, dash, comma, apostrophe, italics, parentheses, brackets, slash, capital letters, abbreviations, and numbers.

2. Demonstrate an understanding of punctuation rules.

3. Use reading and writing as a source of recognizing the importance of punctuation in everyday life.

4. Recognize their own punctuation deficits and develop strategies for overcoming those deficits.
CLASS-LEVEL ASSESSMENT MEASURES

Student accomplishment of expected student outcomes will be assessed using the following measures. (Identify which measures are used to assess which outcomes.)

1. Diagnostic test (4)
2. Exams and quizzes (1, 2)
3. Journal (4)
4. Supplemental exercises (1-4)
5. Computerized exercises (1-4)
6. Homework (1-4)
7. Mastery tests (1, 2, 4)

PROGRAM-LEVEL OUTCOMES ADDRESSED

General Education Outcomes
Specify which general education outcomes, if any, are substantially addressed by the course by completing the “Course/Program Assessment Matrix” to show the relationship between course and program outcomes and assessment measures.

Occupational Program Outcomes
Specify which occupational program outcomes, if any, are substantially addressed by the course by completing the “Course/Program Assessment Matrix” to show the relationship between course and program outcomes to assessment measures.
Individual instructors may order this outline as fits the needs of their individual courses. In addition, they may place more emphasis on some areas than on others. What is assured is that this particular list is covered in the course. Other topics may be added to a course as the instructor sees fit, and as time and interest allow. An *asterisk can be used to mark an item as optional.

I. Pretest
II. Period
III. Question mark
IV. Exclamation point
V. Semicolon
VI. Colon
VII. Quotation marks
VIII. Hyphen
IX. Dash
X. Comma
XI. Apostrophe
XII. Italics
XIII. Parentheses
XIV. Brackets
XV. Slash
XVI. Capital letters
XVII. Abbreviations
XVIII. Numbers
XIX. Posttest