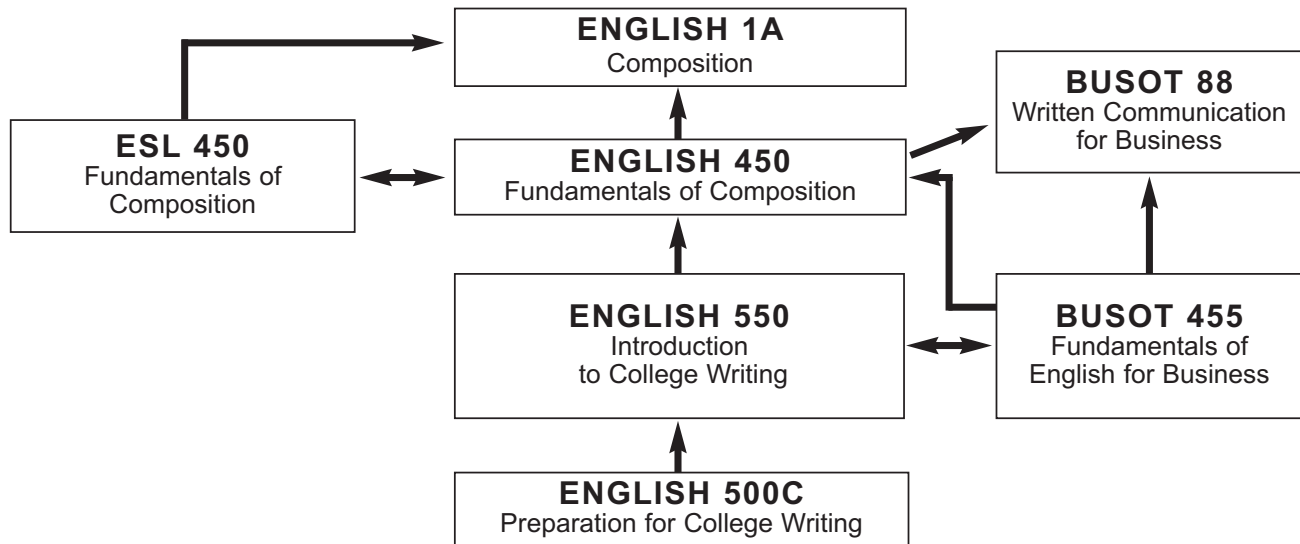


## ENGLISH COURSE SEQUENCE

The ability to think, reason, and communicate using written language is an essential skill. Starting with the right class for you will ensure your success and help you complete the required writing course in the shortest amount of time.



### ENGL 500 A,B,C Preparation for College Writing

1-3 units

A developmental reading, writing, and grammar skills class, modularized to meet individual skill levels. Focus includes the writing process, basic grammar and punctuation, vocabulary and spelling development.

### ENGL 550 Introduction to College Writing

3 units

Designed to prepare the inexperienced writer for college-level academic writing by focusing on critical thinking, reading, writing, and study skills necessary to succeed at the academic level.

### BUSOT 455 Fundamentals of English for Business

3 units

Study and review of grammar, punctuation, vocabulary, and sentence structure for students who will be expected to write accurately for business or industry. Overview of sentence structure, paragraphs, business vocabulary, and basic communication skills. Practice in applying basic tenets of communication skills leading to understanding of business communications.

### ENGL 450 Fundamentals of Composition

3 units

*Prerequisite:* Score on the Chaffey College assessment test at the English 450 level, or English 550 with a grade of CR, or Business and Office Technologies 455 with a minimum grade of C, or equivalent.

Careful study and practice of expository writing techniques and the frequent writing of integrated paragraphs and essays with the ultimate goal of writing an essay using sources and preparing the student for English 1A. Fifteen hours of Writing Center tutorial, which complements the class material, is required. Students who have successfully completed ESL 450 may not take English 450.

**ESL 450 Fundamentals of Composition for ESL Students**

3 units

*Prerequisite:* Placement recommendation by the ESL assessment test, or satisfactory completion of any ESL level 6 course, or equivalent.

*Corequisite:* English as a Second Language 450L.

Practice in English composition specifically for high-advanced ESL students. Emphasis on the various types of formal composition, leading to an understanding of the total essay. Prepares the ESL student for English 1A, and a successful transition to non-ESL college course work. NOTE: Students who have successfully completed ENGL-450 may not take ESL-450.

**ENGL 1A Composition**

3 units

*Prerequisite:* Score on Chaffey College assessment test at the English 1A level, or English 450 or English as a Second Language 450 with a minimum grade of C, or equivalent.

Careful study and practice of expository and argumentative writing techniques and the frequent writing of compositions with the ultimate goal of a research project. A minimum of 6,000 written words is expected over the course of the term. Eight hours of Writing Center tutorial, which complements the class material, is required.

Designed to prepare the student for satisfactory college writing.

Transfer credit: CSU; UC

**BUSOT 88 Written Communication for Business**

3 units

*Prerequisite:* Business and Office Technologies 455 or English 450 or equivalent with a minimum grade of C.

Study and application of basic principles for producing clear, correct, and logically organized written business communication. Punctuation, capitalization, use of numbers, formats, and pronoun cases will be reviewed. Stress on developing writing fluency and professional tone in handling routine business communications including letters, memorandums, and directives as well as developing a personal resume.

Transfer credit: CSU; UC

**For sections offered each term, see the Schedule of Classes or go to [www.chaffey.edu/schedule](http://www.chaffey.edu/schedule)**