COLLEGE OF THE DESERT

Course Outline of Record

1. Course Code: ENG-303
2.   a. Long Course Title: Developing Paragraphs
      b. Short Course Title: PARAGRAPHS
3.   a. Catalog Course Description:

   This course strengthens a student's ability to compose focused and developed paragraphs. Students learn basic paragraph elements, including topic sentences, supporting details, and analytical commentary. Students will then practice composing paragraphs using these foundational components.

      b. Class Schedule Course Description:

   This course strengthens a student's ability to compose focused and developed paragraphs.

      c. Semester Cycle (*if applicable*): *N/A*
      d. Name of Approved Program(s):
              • NEW CERTIFICATE IN PROGRESS Certificate of Completion

4. Total Units: 0   Total Semester Hrs: 8.00
   Lecture Units: 0   Semester Lecture Hrs: 8.00
   Lab Units: 0   Semester Lab Hrs: 0
         Class Size Maximum: 29   Allow Audit: No
         Repeatability Noncredit - Unlimited
         Justification Students may take this course as support for credit English classes, therefore they may take it as many times as they feel necessary for their education.

5. Prerequisite or Corequisite Courses or Advisories:
   Course with requisite(s) and/or advisory is required to complete Content Review Matrix (CCForm1-A)
   N/A

6. Textbooks, Required Reading or Software: *(List in APA or MLA format.)*
         a. Bullock, Richard, et al.. The Little Seagull Handbook. Norton , 02-01-2014.

7. Entrance Skills: *Before entering the course students must be able:*

8. Course Content and Scope:

   Lecture:

   > 1. Topic sentences
   > 2. Supporting details and evidence
   > 3. Analytical commentary
   > 4. Revision and editing methods
   >   1. Revise ideas and support
   >   2. Revise organization
   >   3. Edit grammar and formatting

   Lab: *(if the "Lab Hours" is greater than zero this is required)*

9. Course Student Learning Outcomes:
   1.
   Demonstrate understanding of basic paragraph elements.

   2.

   Compose paragraphs focused around a main topic.

3.
Compose paragraphs that include supporting details.

4.
Appraise the value of supporting details.

10. Course Objectives: *Upon completion of this course, students will be able to:*
    a. Identify and explain the basic components of a paragraph.
    b. Compose a clear topic sentence.
    c. Organize supporting details in a paragraph.
    d. Evaluate supporting details in a paragraph.
    e. Revise paragraphs for clarity.

11. Methods of Instruction: *(Integration: Elements should validate parallel course outline elements)*
    a. Activity
    b. Discussion
    c. Lecture

12. Assignments: *(List samples of specific activities/assignments students are expected to complete both in and outside of class.)*
    In Class Hours: 8.00
    Outside Class Hours: 16.00
    a. In-class Assignments
       1. Students will be given a prompt that asks them to compose a paragraph on a specific topic.
       2. Students will brainstorm ideas to address the prompt.
       3. Students will compose a paragraph using a topic sentence, supporitng details, and commentary.
       4. Students will then work in groups to evaluate the paragraphs.
       5. Instructor will provide guidance and critique about the paragraph.
    b. Out-of-class Assignments
       1. Students will revise and edit paragraphs composed during class.

13. Methods of Evaluating Student Progress: *The student will demonstrate proficiency by:*
    • Written homework
      Composing paragraphs
    • Critiques
      Evaluation and feedback of paragraphs
    • Portfolios
      Collection of several paragraphs
    • Group activity participation/observation
      Revision and editing groups

14. Methods of Evaluating: Additional Assessment Information:

15. Need/Purpose/Rationale -- *All courses must meet one or more CCC missions.*
    PO-BS Reading and Writing Skills
    Type structured texts in a variety of written forms according to purpose and audience.
    Apply English conventions of grammar, mechanics, usage, punctuation, and format according to course intensity.
    Illustrate self-expression and original thinking through writing.
    Recognize writing as a process (brainstorming, organizing, drafting) and revise and edit original work based on

self-evaluation and peer review.
  IO - Personal and Professional Development
    Self-evaluate knowledge, skills, and abilities.
  IO - Critical Thinking and Communication
    Apply standard conventions in grammar, mechanics, usage and punctuation.

16. Comparable Transfer Course

University System	Campus	Course Number	Course Title	Catalog Year

17. Special Materials and/or Equipment Required of Students:

18. Materials Fees: ☐ Required Material?

Material or Item	**Cost Per Unit**	**Total Cost**

19. Provide Reasons for the Substantial Modifications or New Course:

This course is part of the Adult Education Block Grant. This particular course will focus on organizational skills that are essential to written communication in students' academic, professional, and personal endeavors. This course focuses on how to convey ideas, opinions, and evidence in such a way so that a reading audience can easily understand main and supporting claims. Students may take this course as support for credit English and other classes.

20.   a. Cross-Listed Course *(Enter Course Code)*: *N/A*
        b. Replacement Course *(Enter original Course Code)*: *N/A*

21. Grading Method *(choose one)*: Pass/No Pass Only

22. MIS Course Data Elements
        a. Course Control Number [CB00]: CCC000580638
        b. T.O.P. Code [CB03]: 150100.00 - English
        c. Credit Status [CB04]: N - Noncredit
        d. Course Transfer Status [CB05]: C = Non-Transferable
        e. Basic Skills Status [CB08]: 1B = Course is a basic skills course
        f. Vocational Status [CB09]: Not Occupational
        g. Course Classification [CB11]: K - Other Noncredit Enhanced Funding
        h. Special Class Status [CB13]: N - Not Special
        i. Course CAN Code [CB14]: *N/A*
        j. Course Prior to College Level [CB21]: A = 1 Level Below
        k. Course Noncredit Category [CB22]: C - Elementary and Secondary Basic Skills
        l. Funding Agency Category [CB23]: Y = Not Applicable
        m. Program Status [CB24]: 1 = Program Applicable
      Name of Approved Program *(if program-applicable)*: NEW CERTIFICATE IN PROGRESS
      Attach listings of Degree and/or Certificate Programs showing this course as a required or a restricted elective.)

23. Enrollment - Estimate Enrollment
    First Year: 10
    Third Year: 30

24. Resources - Faculty - Discipline and Other Qualifications:
        a. Sufficient Faculty Resources: Yes
        b. If No, list number of FTE needed to offer this course: *N/A*
25. Additional Equipment and/or Supplies Needed and Source of Funding.

N/A

26. Additional Construction or Modification of Existing Classroom Space Needed. *(Explain:)*

    N/A

27. FOR NEW OR SUBSTANTIALLY MODIFIED COURSES

    Library and/or Learning Resources Present in the Collection are Sufficient to Meet the Need of the Students Enrolled in the Course: Yes

28. Originator Brian Fotinakes   Origination Date 08/02/16