

Course Outline of Record

1. Course Code: ENG-304
2.
 - a. Long Course Title: Basic Essay Principles
 - b. Short Course Title: BASIC ESSAY
3.
 - a. Catalog Course Description:
 This course develops a student’s ability to compose organized and developed essays. Students learn basic essay components, including introductory paragraphs, thesis statements, body paragraphs, and conclusions. Attention is given to developing a clear and focused idea throughout a single essay while providing supporting evidence.
 - b. Class Schedule Course Description:
 This course develops a student’s ability to compose organized and developed essays.
 - 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. Introductory paragraphs
 1. Hook
 2. Thesis statement
2. Body paragraphs
 1. Topic sentences
 2. Supporting evidence
3. Concluding paragraphs
4. Revision and editing methods
 1. Content
 2. Organization
 3. 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 essay structure.

ENG 304-Basic Essay Principles

2.
Compose essays with a thesis statement that develops a main idea.

3.
Compose essays with supporting details.

4.
Revise essays for content, organization, grammar, and formatting.

10. Course Objectives: *Upon completion of this course, students will be able to:*

- a. Define and explain the basic structure of an academic essay.
- b. Compose introductory paragraphs that include a thesis statement.
- c. Compose body paragraphs that provide supporting evidence for a thesis statement.
- d. Compose concluding paragraphs that close an essay.
- e. Revise essays for content, organization, grammar, and formatting.

11. Methods of Instruction: *(Integration: Elements should validate parallel course outline elements)*

- a. Activity
- b. Collaborative/Team
- c. Discussion
- d. 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. Read a sample student essay.
2. Outline the sample essay paying attention to how the writing fulfills elements of a basic essay structure.
3. Assign students essay prompt.
4. In writing groups, brainstorm ideas to fulfill the essay prompt.
5. Outline essays.

b. Out-of-class Assignments

1. Use outline from class assignment to begin drafting complete essay.
2. Bring draft to class in order to begin revision process.

13. Methods of Evaluating Student Progress: *The student will demonstrate proficiency by:*

- College level or pre-collegiate essays
Students will produce one well organized and supported essay.
- Written homework
Essay drafting and revising.
- Critiques
Professor and writing groups will critique and help revise essay.
- Portfolios
Students will keep a portfolio of essay drafts.
- Group activity participation/observation
Writing groups will support the writing process.

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

18. Materials Fees: Required Material?

Material or Item	Cost Per Unit	Total Cost
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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 a sustained and developed essay. 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]: CCC000580637
- 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

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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