

Course Outline of Record

1. Course Code: ABE-320A
2.
 - a. Long Course Title: Fundamentals Of English
 - b. Short Course Title: FUNDAMENTALS/ENGLISH
3.
 - a. Catalog Course Description:
 This course provides basic grammar skills, which prepare students for high school completion and GED testing. Students prepare to pass the adult high school proficiency essay examination, the GED essay examination, or the college assessment test.
 - b. Class Schedule Course Description:
 This course requires students to complete several assignments in English and grammar. Students receive a Pass/No Pass grade mark.
 - c. Semester Cycle (if applicable): N/A
 - d. Name of Approved Program(s):
 - BASIC ENGLISH
4. Total Units: 0 Total Semester Hrs: 90.00
 Lecture Units: 0 Semester Lecture Hrs: 0
 Lab Units: 0 Semester Lab Hrs: 90.00
 Class Size Maximum: 35 Allow Audit: No
 Repeatability Repeatable 3 Times
 Justification 0
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. Konrad, D. (1998). The Basic Grammar Book Culver City, CA Goodyear Books. ISBN: 978-1-59647-2
 College Level: No
 Flesch-Kincaid reading level: 10
 - b. McGraw Hill (2002). GED Language Arts, Writing Contemporary.
 College Level: No
 Flesch-Kincaid reading level: 5
7. Entrance Skills: *Before entering the course students must be able:*
8. Course Content and Scope:

Lecture:

- The process of writing:
 1. Paragraph
 2. Essay
 3. Commonly Confused Words
 4. Run-ons and fragments
 5. Punctuation and capitalization
 6. Grammar skills
 7. Short stories
 8. Rubric Evaluation

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

1. The process of writing:
 1. Paragraph
 2. Essay
 3. Commonly Confused Words
 4. Run-ons and fragments
 5. Punctuation and capitalization
 6. Grammar skills
 7. Short stories
 8. Rubric Evaluation

9. Course Student Learning Outcomes:

1. The students will communicate effectively by writing a variety of grammatically correct sentences.
2. Students will read, analyze, and summarize short stories.
3. Students will demonstrate an ability to use reference materials, such as dictionary and thesaurus, to expand vocabulary and develop language skills.
4. Students will produce various written formats by using word processing.

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

- a. Write academic paragraphs
- b. Write academic essays

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

- a. Individualized Study
- b. Lecture

Other Methods:

a. Lecture b. Small group instruction c. Independent study

12. Assignments: (*List samples of specific activities/assignments students are expected to complete both in and outside of class.*)

In Class Hours: 90.00

Outside Class Hours: 0

a. In-class Assignments

-Grammar pretest, Grammar Book exercises, Grammar Final

b. Out-of-class Assignments

1. Write paragraphs
2. Complete Commonly Confused Words Handouts
3. Analyze a rubric
4. Write 3 essays
5. Read and analyze short stories

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

- Self-paced testing

14. Methods of Evaluating: Additional Assessment Information:

- a. Essay
- b. Grammar multiple choice tests
- c. Pass a test on basic grammar with a minimum of 74% accuracy

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15. Need/Purpose/Rationale -- *All courses must meet one or more CCC missions.*

PO-BS Independent Study Skills

Recognize that the responsibility for learning and growth is their own.

IO - Personal and Professional Development

Self-evaluate knowledge, skills, and abilities.

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:

Course periodic review

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]: CCC000042607

b. T.O.P. Code [CB03]: 493062.00 - Secondary Education (Grad

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]: Y = Not Applicable

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*): BASIC ENGLISH

Attach listings of Degree and/or Certificate Programs showing this course as a required or a restricted elective.)

23. Enrollment - Estimate Enrollment

First Year: 0

Third Year: 0

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.*)

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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 Tyrone Thomas Origination Date 12/09/13