

Course Outline of Record

1. Course Code: ABE-320B
2.
 - a. Long Course Title: Fundamentals Of English
 - b. Short Course Title: FUNDAMENTALS/ENGLISH
3.
 - a. Catalog Course Description:
 This course provides a secondary level in English grammar and further experience in essay writing. Students learn to write coherent descriptive, definition, expository and current event essays.
 - b. Class Schedule Course Description:
 This course requires students to complete several assignments in English and grammar. Fundamentally, students will be writing 200 to 250 word essays. 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 Noncredit course
5. Prerequisite or Corequisite Courses or Advisories:
Course with requisite(s) and/or advisory is required to complete Content Review Matrix (CCForm1-A)
 Advisory: ABE 320A and/or transcript evaluation
6. Textbooks, Required Reading or Software: (List in APA or MLA format.)
 - a. Rubin, B. (1990). GrammarWrite Away: Book 2 Chicago, NY Contemporary Books. ISBN: -
 College Level: No
 Flesch-Kincaid reading level: 5.0
7. Entrance Skills: *Before entering the course students must be able:*
Advisory Skills:
 - a.
 Competent in grammar and syntax
 - ABE 320A - Write a complete paragraph
 - ABE 320A - Write essays

8. Course Content and Scope:

Lecture:

- a. Grammar skills
- b. Descriptive and definition essay.
- c. Expository essay.
- d. Current event essay

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

- a. Grammar skills
- b. Descriptive and definition essay.
- c. Expository essay.
- d. Current event essay

ABE 320B-Fundamentals Of English

9. Course Student Learning Outcomes:

1.

Demonstrate proficiency in using grammatical skills to write coherent essays.

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

a. Pass a secondary level grammar test.

b. Write self-edited essays from a topic list.

c. Write a descriptive and expository essays.

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

a. Lecture

Other Methods:

Small group instruction and/or 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

-

b. Out-of-class Assignments

The assignments are comprised of writing seven(7) essays

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

14. Methods of Evaluating: Additional Assesment Information:

Essay Grammar pretest Grammar book exercises Grammar Final

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

ABE 320B-Fundamentals Of English

22. MIS Course Data Elements

- a. Course Control Number [CB00]: CCC000040331
- 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:)

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