

Course Outline of Record

1. Course Code: ABE-320C
2.
 - a. Long Course Title: Fundamentals Of English
 - b. Short Course Title: FUNDAMENTALS/ENGLISH
3.
 - a. Catalog Course Description:
 This course provides students the opportunity to refine their skills in writing the narrative and persuasive argumentative writing. Students learn to write coherent expository, narrative, persuasive and current event essays. They also type a job application letter and resume.
 - 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.
 - c. Semester Cycle (if applicable): N/A
 - d. Name of Approved Program(s):
 - ADVANCED 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 320B and/or transcript evaluation
6. Textbooks, Required Reading or Software: *(List in APA or MLA format.)* N/A
7. Entrance Skills: *Before entering the course students must be able:*
Advisory Skills:
a.
 Competent in grammar and syntax

 - ABE 320B - Pass a secondary level grammar test.
 - ABE 320B - Write self-edited essays from a topic list.
 - ABE 320B - Write a descriptive and expository essays.

8. Course Content and Scope:

Lecture:

- Essay on topic of choice
- Expository essay
- Narrative essay
- Argumentation and persuasion essay
- Job application letter
- Resume
- Current event essay
- Choice essay

ABE 320C-Fundamentals Of English

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

1. Essay on topic of choice
2. Expository essay
3. Narrative essay
4. Argumentation and persuasion essay
5. Job application letter
6. Resume
7. Current event essay
8. Choice essay

9. Course Student Learning Outcomes:

1. Compose coherent assigned essays.
2. Compose professional documents using a computer writing program.

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

- a. Compose coherent assigned essays
- b. Compose and type job application letter and resume

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

a. Lecture

Other Methods:

a. Small group instruction b. 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

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b. Out-of-class Assignments

The assignments are comprised of writing six(6) essays, and job application letter and a resume.

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

14. Methods of Evaluating: Additional Assesment Information:

- a. Receiving a letter grade of "C" or greater
- b. Essay grading rubric
- c. current job application letter and resume

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

Course 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]: CCC000038639
- 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): ADVANCED 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