

ABE 320C: FUNDAMENTALS OF ENGLISH

Originator

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Co-Contributor(s)**Name(s)**

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Justification / Rationale

Add online component

Effective Term

Fall 2022

Credit Status

Noncredit

Subject

ABE - Adult Basic Education

Course Number

320C

Full Course Title

Fundamentals of English

Short Title

FUNDAMENTALS/ENGLISH

Discipline**Disciplines List**

Interdisciplinary-Basic Skills: Noncredit

Modality

Face-to-Face

100% Online

Catalog 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.

Schedule Description

This course requires students to complete several assignments in English and grammar. Fundamentally, students will be writing 200 to 250 word essays.

Total Non-Credit Contact Hours

80

Lecture Units

0

Lab Units

0

In-class Hours

0

Out-of-class Hours

0

Total Course Units

0

Total Semester Hours

0

Class Size Maximum

50

Required Text and Other Instructional Materials
Resource Type

Web/Other

Description

Various handouts

Course Content

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

Course Objectives

Objectives	
Objective 1	Compose coherent assigned essays
Objective 2	Compose and type job application letter and resume

Student Learning Outcomes

Upon satisfactory completion of this course, students will be able to:	
Outcome 1	Compose coherent essays, a cover letter, and a resume.

Methods of Instruction

Method	Please provide a description or examples of how each instructional method will be used in this course.
Laboratory	Resources are provided in class, online, and at the reference desk at the COD library. Students successfully complete each assignment in order before they progress to the next assignments.

Methods of Evaluation

Method	Please provide a description or examples of how each evaluation method will be used in this course.	Type of Assignment
College level or pre-collegiate essays	Essays graded on content, organization, vocabulary, grammar, and spelling/punctuation/capitalization, using a grading rubric.	In and Out of Class

Assignments

Other In-class Assignments

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

Other Out-of-class Assignments

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

Grade Methods

Pass/No Pass Only

Distance Education Checklist**Lab Courses****How will the lab component of your course be differentiated from the lecture component of the course?**

This is a self-paced class. There is no lecture component.

From the COR list, what activities are specified as lab, and how will those be monitored by the instructor?

In this self-paced course, students write and re-write essays according to rubric requirements.

How will you assess the online delivery of lab activities?

Assignments are graded on content, organization, vocabulary, grammar, and spelling/punctuation/capitalization, using a grading rubric.

Instructional Materials and Resources**If you use any other technologies in addition to the college LMS, what other technologies will you use and how are you ensuring student data security?**

N/A

Effective Student/Faculty Contact**Which of the following methods of regular, timely, and effective student/faculty contact will be used in this course?****Within Course Management System:**

Discussion forums with substantive instructor participation
Private messages
Regular virtual office hours
Timely feedback and return of student work as specified in the syllabus

External to Course Management System:

Direct e-mail
Synchronous audio/video
Telephone contact/voicemail

Briefly discuss how the selected strategies above will be used to maintain Regular Effective Contact in the course.

Students have access to the instructor through weekly virtual office hours (morning and evening), private virtual office hours by appointment, Canvas email, direct email, and telephone when necessary. The instructor will use the methodology that works best for each student to keep them engaged and moving forward.

Other Information**Provide any other relevant information that will help the Curriculum Committee assess the viability of offering this course in an online or hybrid modality.**

The students enrolled in the Adult Basic Education High School or GED programs are most often working adults supporting families. The online version allows these students, who would otherwise find it difficult to attend scheduled in-class time slots, to continue their education. In this way, they can accommodate their educational goals while also meeting the needs of family and work schedules. There has been a noticeable jump in Course Completions (completed courses) since the online option became available.

MIS Course Data**CIP Code**

53.0201 - High School Equivalence Certificate Program.

TOP Code

493062 - High School Diploma Program/GED

SAM Code

E - Non-Occupational

Basic Skills Status

Basic Skills

Prior College Level

Not applicable

Cooperative Work Experience

Not a Coop Course

Course Classification Status

Other Non-credit Enhanced Funding

Approved Special Class

Not special class

Noncredit Category

Elem/Secondary Basic Skills

Program Status

Program Applicable

Transfer Status

Not transferable

Allow Audit

No

Repeatability

Yes

Repeatability Limit

NC

Repeat Type

Noncredit

Justification

non credit

Materials Fee

No

Additional Fees?

No

Approvals**Curriculum Committee Approval Date**

11/18/2021

Academic Senate Approval Date

12/09/2021

Board of Trustees Approval Date

01/21/2022

Chancellor's Office Approval Date

06/15/2011

Course Control Number

CCC000038639

Programs referencing this courseAdvanced English Certificate of Completion (<http://catalog.collegeofthedesert.eduundefined/?key=164>)Adult High School Diploma (<http://catalog.collegeofthedesert.eduundefined/?key=188>)