

**Section I: BASIC COURSE INFORMATION**

Outline Status: **Approved Course**

1. **COLLEGE: L.A. TRADE TECHNICAL COLLEGE**
2. **SUBJECT: ACADEMIC PREPARATION**
3. **COURSE NUMBER: 003CE**
4. **COURSE TITLE: LANGUAGE ARTS: WRITING ESSAYS**
5. **CATALOG COURSE DESCRIPTION:**

Students review the process of writing, from coming up with ideas, organizing these ideas into a well-structured essay, to editing and revising their ideas into final form. Students are introduced to grammar basics (parts of speech, clauses, and phrases) in context of assigned readings and writing projects. This class can be taken as a stand-alone-introduction or refresher and may be taken in conjunction with credit English classes.

**CLASS SCHEDULE COURSE**

6. **DESCRIPTION:**

Students review the process of writing, from coming up with ideas, organizing these ideas into a well-structured essay, to editing and revising their ideas into final form. Students are introduced to grammar basics (parts of speech, clauses, and phrases) in context of assigned readings and writing projects. This class can be taken as a stand-alone-introduction or refresher and may be taken in conjunction with credit English classes.

**7. CLASS HOURS:**

	Standard Hrs	Total Hours per Term (standard hour x 18)
Lecture Hrs:	<b>5</b>	<b>90</b>
Lab Hrs:	<b>0</b>	<b>0</b>
Totals:	Lecture: <b>5</b>	Lecture: <b>90</b>
	Lab: <b>0</b>	Lab: <b>0</b>
	Total: <b>5</b>	Total: <b>90</b>
<i>Totals In Protocol:</i>	Lecture: <b>1.5</b>	Lecture: <b>27</b>
	Lab: <b>0</b>	Lab: <b>0</b>
	Total: <b>1.5</b>	Total: <b>27</b>

**8. OTHER LIMITATIONS ON ENROLLMENT**

(see Title 5,

Section 58106 and Board Rule 8603 for policy on allowable limitations. Other appropriate statutory or regulatory requirements may also apply):

None

## Section II: COURSE CONTENT AND OBJECTIVES

### 1. COURSE CONTENT AND OBJECTIVES:

<b>COURSE CONTENT AND SCOPE - Lecture:</b> Outline the topics included in the lecture portion of the course ( <i>Outline reflects course description, all topics covered in class</i> ).	<b>Hours Per Topic</b>	<b>COURSE OBJECTIVES - Lecture:</b> Upon successful completion of this course, the student will be able to...(Use action verbs - see <a href="#">Bloom's Taxonomy</a> for 'action verbs requiring cognitive outcomes.')
<p>Critical thinking: Reading for content (implicit and explicit comprehension) and organizational strategies; well organized and persuasive writing projects.</p> <p>READING COMPREHENSION:</p> <p>Practice active reading skills such as annotation. Model comprehension and establish groundwork for good reading skills: explain, analyze, develop, and criticize ideas effectively.</p>	9.0	<p>Students will demonstrate ability to read for content, both implicit and explicit, and for organization strategies. Create organized and well thought out writing assignments and projects; apply knowledge in writing projects and summarize assigned readings.</p> <p>READING COMPREHENSION:</p> <p>Students will annotate reading assignments and monitor thinking by demonstrating the ability to use, locate, analyze, develop and critique ideas effectively.</p>
<p>WRITING:</p> <p>In response to reading, lectures, and/or demonstrations, students will practice writing that is nearly free of errors in grammar, spelling, formatting, and mechanics</p> <p>Use the steps in the writing process (pre-writing, drafting, revising, editing, and proofreading) to produce well-written compositions (argument and analytical).</p>	8.0	<p>WRITING:</p> <p>Students will demonstrate the ability to compose coherent ideas using a variety of sentence structure and the appropriate paragraph format. Students will use the steps in the writing process to produce well-written compositions.</p>
<p>GRAMMAR</p> <p>Identify common grammatical rules.</p>	3.0	<p>GRAMMAR</p> <p>Students will identify and correct grammatical and punctuation errors in writing assignments.</p>

<p><b>SENTENCE STRUCTURE</b></p> <p>Model a variety of sentence structure skills related to writing skills: coherence, transitions, and control of tense shifts.</p> <p>Model a variety of sentence structure and word choice for diverse and coherent sentences: subordination, gerunds and infinitives, and active and passive voices.</p>	3.0	<p><b>SENTENCE STRUCTURE</b></p> <p>Students will effectively apply meta-cognitive skills needed to analyze and use a variety of sentence structure in writing projects.</p> <p>Students will demonstrate fluency of sentence structure and mechanics in writing projects, in-class activities, and peer review practice.</p>
<p><b>VOCABULARY</b></p> <p>Annotation and active reading skills</p>	2.0	<p><b>VOCABULARY</b></p> <p>Students will annotate selected readings, identify a vocabulary relevant to assignments, and apply new vocabulary to future projects.</p>
<p><b>FINAL PROJECT</b></p> <p>Writing a researched writing project.</p>	2.0	<p><b>FINAL PROJECT</b></p> <p>Students will submit a writing assignment that demonstrates coherence, unity, and basic grammatical and punctuation rules.</p>
<p>Total: 27</p> <p>Total Lecture Hours In Section I Class Hours: 90</p>		<p><b>WARNING: Lecture Hours Do Not Match Hours In Protocol!</b></p>

\*Total lecture and laboratory hours (which include the final examination) must equal totals on page 1.

\*\*In general "activity" courses or portions of courses are classified "laboratory."

**(cont'd) LAB:**

COURSE CONTENT AND SCOPE - <b>Lab:</b> Outline the topics included in the lecture portion of the course ( <i>Outline reflects course description, all topics covered in class</i> ).	Hours Per Topic	COURSE OBJECTIVES – <b>Lab:</b> Upon successful completion of this course, the student will be able to...(Use action verbs – see <a href="#">Bloom's Taxonomy</a> for 'action verbs requiring cognitive outcomes.')
Total:	0	
Total Lab Hours In Section I Class Hours:	0	

**1. (cont'd) STUDENT LEARNING OUTCOME (SLO):**

STUDENT LEARNING OUTCOMES - ( <i>Quote the appropriate Institutional SLO's in this column</i> ):		HOW WILL THESE STUDENT LEARNING OUTCOMES BE ASSESSED - ( <i>Explain how each outcome will be assessed in this column</i> ):
Upon successful completion of the course, the student will be able to write in various writing formats while enacting appropriate rhetorical and comprehension strategies such as summary, analysis, response, comparison contrast, causality; projects will include introductory knowledge of appropriate citation and format rules, such as MLA, APA, Chicago Manual of Style.		Students will compose a writing project that evaluates, analyzes, and synthesizes texts (may include visual texts) appropriate to overall assignment. Students writing and/or project will demonstrate introductory knowledge of appropriate citation and format rules, such as MLA, APA, Chicago Manual of Style.

**Essential Academic Skills: Reading and Communication****2. RESOURCE MATERIALS:**

Provide a representative list of resource materials.

Title	Author	Year
<b>Rules For Writer Cp Tab Version LATTC W/Exercise Wbk Pkg (ISBN 1457640406)</b>	<b>Hacker</b>	<b>2012</b>
<b>Models for Writers: Short Essays for Composition - 12th edition (ISBN-13: 978-1457667848)</b>	<b>Alfred Rosa and Paul Eschholz</b>	<b>2015</b>
<b>Great Writing 4: From Great Paragraphs to Great Essays ( ISBN-13: 978-1285194943 )</b>	<b>K. Folse, A. Muchmore-Vokoun, and E. Solomon</b>	<b>2013</b>

**3. REPRESENTATIVE READINGS:**

If applicable, please provide representative examples of reading assignments.

Read a quality newspaper, magazine, blog or book for 20 minutes daily.

#### 4. WRITING ASSIGNMENTS:

If applicable, please provide representative examples that demonstrate writing skills.

Short journal writing assignments every day.

### Essential Academic Skills: Critical Thinking and Other Course Components

#### 5. REPRESENTATIVE ASSIGNMENTS THAT DEMONSTRATE CRITICAL THINKING:

If applicable, please provide representative examples of assignments that demonstrate how students will begin to develop critical thinking skills.

Students will demonstrate critical thinking skills through small and large group discussion of major ideas, issues, and questions central to course readings; through practice in appropriate forms of writing.

#### 6. SELF-REFLECTIVE LEARNING:

If applicable, describe how students will reflect on their development as active learners. Provide representative examples below.

In writing assignments, students will reflect on their own learning process, goals, and challenges.

#### 7. COMPUTER COMPETENCY:

If applicable, explain how computer competency is included in the course.

Websites that offer dictionaries, thesauruses, and encyclopedias. E-communication via email, forums, blogs, and other methods of E-communication. Course management system such as Moodle.

#### 8. INFORMATION COMPETENCY:

If applicable, explain how information competency is included in the course.

Students will demonstrate information competency by applying critical reading strategies during class discussions on various sample texts.

### Evaluation and Instruction

#### 9. REPRESENTATIVE OUTSIDE ASSIGNMENTS (Optional Homework):

Out of class assignments (Homework) may include, but are not limited to the following:

Students will be required to visit campus or city library to complete assignments, get help with research, access databases, check out books, and read reserved materials.

#### 10. METHODS OF EVALUATION:

Methods of evaluation may include, but are not limited to the following (please note that evaluation should measure the outcomes detailed "Course Objectives" at the beginning of Section II):

Students will be evaluated on assignments and classroom activities, and portfolios (forum discussion, vocabulary study, summaries, and revisions).

#### 11. METHODS OF INSTRUCTION:

Methods of instruction may include, but are not limited to the following:

- Discussion
- Activity
- Field Experience
- Independent Study
- Purposeful Collaboration
- Other (Please Explain)

#### 12. SUPPLIES:

List the supplies the student must provide.

Textbook(s), note paper, pen or pencil

#### 13. DIVERSITY:

If applicable, explain how diversity (e.g., cultural, gender, etc.) is included in the course.

Students will work well with learners from a variety of ethnic, social, or educational backgrounds. Instructors follow the LACCD guidelines related to diversity.

#### 14. SCANS COMPETENCIES (required for all courses with vocational TOP Codes; recommended for all courses):

SCANS (Secretary's Commission on Necessary Skills) are skills the Department of Labor identified, in consultation with business and industry leaders, which reflect the skills necessary for success in the workplace. Check the appropriate boxes to indicate the areas where students will develop the following skills (please note that all SCANS competencies do not apply to all courses):

*RESOURCES*

- Managing Time:** Selecting relevant goal-related activities, ranking them in order of importance, allocating time to activities, and understanding, preparing and following schedules.
- Managing Money:** Using or preparing budgets, including making cost and revenue forecasts; keeping detailed records to track budget performance, and making appropriate adjustments.
- Managing Material and Facility Resources:** Acquiring, storing, allocating, and distributing materials, supplies, parts, equipment, space or final products in order to make the best use of them.

### *INTERPERSONAL*

- Participating as Member of a Team:** Working cooperatively with others and contributing to group's efforts with ideas, suggestions and effort.
- Teaching Others New Skills:** Helping others learn needed knowledge and skills.
- Exercising Leadership:** Communicating thoughts, feelings, and ideas to justify a position, encouraging, persuading, convincing or otherwise motivating an individual or group, including responsibly challenging existing procedures, policies or authority.
- Negotiating:** Working toward agreement that may involve exchanging specific resources or resolving divergent interests.
- Working with Cultural Diversity:** Working well with men and women and with people from a variety of ethnic, social, or educational backgrounds.

### *INFORMATION*

- Acquiring and Evaluating Information:** Identifying a need for data, obtaining the data from existing sources or creating them, and evaluating their relevance and accuracy.
- Organizing and Maintaining Information:** Organizing, processing and maintaining written or computerized records and other forms of information in a systematic fashion.
- Interpreting and Communicating Information:** Selecting and analyzing information and communicating the results of others, using oral, written, graphic, pictorial, or multimedia methods.
- Using Computers to Process Information:** Employing computers to acquire, organize, analyze and communicate information.

### *SYSTEMS*

- Understanding Systems:** Knowing how social, organizational and technological systems work and operating effectively with them.
- Monitoring and Correcting Performance:** Distinguishing trends, predicting impacts of actions on system operations, diagnosing deviations in the functioning of a system/organization, and taking necessary steps to correct performance.
-



- Improving or Designs Systems:** Making suggestions to modify existing systems in order to improve the quality of products or services and developing new or alternative systems.

### *TECHNOLOGY*

- Selecting Technology:** Judging which sets of procedures, tools or machines, including computers and their programs, will produce the desired results.
- Applying Technology to Tasks:** Understanding overall intent and proper procedures for setting up and operating machines, including computers and their reprogramming systems.
- Maintaining and Troubleshooting Equipment:** Preventing, identifying, or solving problems with equipment, including computers and other technologies.

### Section III: SUPPLEMENTAL COURSE INFORMATION

1. **DEPT/DIVISION NAME:** [English](#)

2. **DEPT/DIVISION CODE:** [19](#)

3. **SUBJECT CODE** : [980](#)

4. **SUBJECT ABBREVIATION** : [ACAD PR](#)

5. **BASIC SKILLS**

Title 5, section 55000(i) defines "Noncredit basic skills courses" as "Those courses in reading, writing, computation, and English as a Second Language, which are designated by the community college district as noncredit courses." **Yes**

6. **COURSE CLASSIFICATION:** [Credit Course](#)

Note: A course's Classification, TOP Code and SAM code must be aligned – e.g., Courses with an "Occupational" Course Classification must have an "Occupational" TOP Code and a SAM Code of A, B, C, or D; courses that do not have an "Occupational" Course Classification cannot have an Occupational TOP Code and must have an "E" SAM Code. Courses coded as "basic skills" in #11 should be coded "Adult and Secondary Basic Skills."

7. **NONCREDIT COURSE CLASSIFICATION:**

Courses that are part of a Noncredit Certificate of Completion should be coded J (Workforce Enhanced)  
Courses that are part of a Noncredit Certificate of Competency should be coded K (Other Enhanced)  
Courses that are not part of a Noncredit Certificate should be coded L (Non-Enhanced)

8. **NONCREDIT ELIGIBILITY CATEGORY:**

9. **TOP CODE** - (6 digits XXXX.XX) [1501.00](#)

Course content should match discipline description in Taxonomy of Programs found here: [Taxonomy Of Programs website](#)

10. **SAM CODE** (Student Accountability Model): [E](#)

11. **COURSE SPECIFICALLY DESIGNED FOR STUDENTS W/ DISABILITIES**

Title 5, section 56029 allows a course to be repeatable when continuing success of the students with disabilities is dependent on additional repetitions of a specific class. Is this course designated as an “approved special class” for students with disabilities? **No**

If yes, provide an explanation of how this course meets the requirements of Title 5, section 56029.

**12. MATERIALS FEE:**

The Los Angeles Community College District may require students to pay fees for instructional materials that are of continuing value to the student outside of the classroom setting, including, but not limited to, textbooks, tools, equipment, clothing, and those materials that are necessary for the student's vocational training and employment. If applicable, please indicate any such fees.

**13. SPECIAL CHARACTERISTICS CODE DESCRIPTOR:**

Please Check All That Apply

- Learning Assistance**
- Bilingual Education**
- Convalescent Setting**
- Correctional Facility**
- Persons with Substantial Disabilities**
- Citizenship for Immigrants**

**14. JUSTIFICATION:**

Briefly describe the primary method used to determine the need for this course. For example, LaborMarket Projections from Employment Development Department, employer survey, community or student interest survey, state licensing requirements or mandated certification.:

**15. THIS COURSE WILL BE AN APPROVED REQUIREMENT FOR AN APPROVED ASSOCIATE DEGREE OR CERTIFICATE PROGRAM: **No****

a. If yes, the course will be a portion of the “approved program” listed on the State Chancellor’s Inventory of Approved Programs (approved programs can be found on the State Chancellor’s Office website at <https://misweb.cccco.edu/webproginv/prod/invmenu.htm>).

**16. FUNDING AGENCY CODE: **Not Applicable****

**17. STATE COURSE ID:**

### Section IV: APPROVAL STATUS

#### 1. APPROVAL STATUS:

	<b>Approval Date Of</b>	Board Date	Approved Effective Semester
a. <input type="checkbox"/> New Course	College:	Board:	Effective Semester:
b. <input checked="" type="checkbox"/> Addition of Existing District Course	College: <b>5/11/15</b>	Board: <b>7/8/15</b>	Effective Semester:
c. <input type="checkbox"/> Course Change*	College:		Effective Semester:
d. <input type="checkbox"/> Outline Update	College:		Effective Semester:
e. <input type="checkbox"/> Archive Course	College:		Effective Semester:
f. <input type="checkbox"/> Reinstate Course	College:	Board:	Effective Semester:

## Section V: APPROVAL INFORMATION FOR NEW OR ADDED COURSES

(complete in consultation with Department Chair and the appropriate Academic Administrator)

1. **ORIGINATOR:** [Gangel-vasquez, Janice M.](#)
2. **DEPARTMENT:** [English](#)
3. **IF THIS IS A NEW COURSE, INDICATE HOW THE COLLEGE PLANS TO MEET THE EXPENSE OF THIS COURSE:**

By additional funds. Describe:

By deleting courses from the college catalog and course database. List specific courses to be deleted:

By deleting sections of existing course. List courses and number of sections to be deleted:

First Year:    Second Year:    Third Year:

By rotating sections of existing courses. List courses and number of sections to be rotated, as well as the semesters in which they will be offered:

[Sections of preparatory courses will be rotated throughout the school year. Funding will come from the general college budget \(Program 100\) and revenue generated from noncredit student apportionment based on student positive attendance.](#)

### 4. IMPACT

**IMPACT -- Will this course directly impact other course offerings and/or associate degree or certificate programs on campus?** [Yes](#) (If yes, briefly explain how)

[This course prepares students for college level studies in English, Behavioral and Social Sciences, Physical Sciences, Business, Arts, Nursing and Child Development](#)

### 5. METHOD OF SUPPORT

**-- Indicate how the college plans to support the proposed course:**

A. Additional staff -- List additional staff needed:

[Hourly, noncredit instructor](#)

B. Classroom -- List classroom type needed:

Regular (existing)

C. Equipment -- List new equipment needed and indicate funding source for any new equipment:

Students will need access to computers for online tutorials and research which is available in the LASC Library, English Lab and LRC Lab. No additional costs.

D. Supplies- List supplies and indicate dollar value:

Instructional Aids by textbook publisher, \$50.00

E. Library/Learning Resources- The course initiator shall consult with the College Librarian and review the college library, book, periodical, and electronic resource collections relevant to this course. List additional titles and resources to be considered for purchase as funding permits:

Access to library print and online resources. No additional costs.

## Section VI: APPROVALS

### CERTIFICATION AND RECOMMENDATION

This course meets Title 5, 55002(c) requirements for Noncredit Course.

The Course treats subject matter and uses appropriate resource materials, teaching methods, and standards of attendance

The course outline of record specifies the number of contact hours normally required for a student to complete the course, the catalog description, the objectives, contents in terms of a specific body of knowledge, instructional methodology, examples of assignments and/or activities, and methods of evaluation for determining whether the stated objectives have been met.

We certify that the information and answers above properly represent this course.

Approver	Approval Date
Rodriguez-estrada, Alicia I.	5/8/2015
Gangel-vasquez, Janice M.	5/7/2015
Albo-Lopez, Nicole	5/8/2015
Samuel, Judith C.	5/11/2015
Esparza, David	5/11/2015
Albo-Lopez, Nicole	6/5/2015
Barajas, Leticia L.	6/5/2015
Hanley, Wallace G.	6/5/2015
Rodriguez-estrada, Alicia I.	6/3/2015



**Section VII: ADDENDA**

(Uploaded Documents)

<b>Type</b>	<b>Addendum Description</b>	<b>File</b>	<b>Delete</b>	<b>To View</b>
<b><i>SLO Rubric</i></b>	<b><i>College Writing Rubric</i></b>	<b><i>ACADEMIC PREP 003 - College- Level-Writing- Rubric.pdf</i></b>	<a href="#"><b><i>Delete</i></b></a>	<a href="#"><b><i>View It</i></b></a>
<b><i>DE Addendum</i></b>	<b><i>DE Addendum</i></b>	<b><i>DE Course Accessibility Checklist.doc</i></b>	<a href="#"><b><i>Delete</i></b></a>	<a href="#"><b><i>View It</i></b></a>
<b><i>DE Addendum</i></b>	<b><i>DE Addendum</i></b>	<b><i>Distance Education Course Approval Form.doc</i></b>	<a href="#"><b><i>Delete</i></b></a>	<a href="#"><b><i>View It</i></b></a>