LS R018B: IMPROVING WRITTEN LANGUAGE SKILLS II

Originator
pcowan

College
Oxnard College

Discipline (CB01A)
LS - Learning Skills

Course Number (CB01B)
R018B

Course Title (CB02)
Improving Written Language Skills II

Banner/Short Title
Improving Written Language II

Credit Type
Credit

Start Term
Fall 2021

Catalog Course Description
This course is intended for students with learning disabilities or other written language difficulties. This course provides preparation and foundation in basic grammar, proofreading strategies, and paragraph development, including the use of topic sentence, supporting details, and closing sentences. It is intended to prepare students for Basic English Skills courses. Not applicable for degree credit. Course is offered Pass/No Pass (P/NP) at student's option.

Taxonomy of Programs (TOP) Code (CB03)
1501.00 - English

Course Credit Status (CB04)
C (Credit - Not Degree Applicable)

Course Transfer Status (CB05) (select one only)
C (Not transferable)

Course Basic Skills Status (CB08)
N - The Course is Not a Basic Skills Course

SAM Priority Code (CB09)
E - Non-Occupational

Course Cooperative Work Experience Education Status (CB10)
N - Is Not Part of a Cooperative Work Experience Education Program

Course Classification Status (CB11)
Y - Credit Course

Educational Assistance Class Instruction (Approved Special Class) (CB13)
S - The Course is an Approved Special Class

Course Prior to Transfer Level (CB21)
C - Three levels below transfer

Course Noncredit Category (CB22)
Y - Credit Course

Funding Agency Category (CB23)
Y - Not Applicable (Funding Not Used)

Course Program Status (CB24)
2 - Not Program Applicable

General Education Status (CB25)
Y - Not Applicable

Support Course Status (CB26)
N - Course is not a support course

Field trips
May be required

Grading method
Letter Graded

Alternate grading methods
Student Option- Letter/Pass
Pass/No Pass Grading

Does this course require an instructional materials fee?
No

Repeatable for Credit
No

Is this course part of a family?
No

Units and Hours

Carnegie Unit Override
No

In-Class

Lecture
Minimum Contact/In-Class Lecture Hours
52.5
Maximum Contact/In-Class Lecture Hours
52.5

Activity

Laboratory

Total in-Class

Total in-Class
Total Minimum Contact/In-Class Hours
52.5
Total Maximum Contact/In-Class Hours
52.5

Outside-of-Class

Internship/Cooperative Work Experience

Paid

Unpaid

Total Outside-of-Class

Total Outside-of-Class
Minimum Outside-of-Class Hours
105
Maximum Outside-of-Class Hours
105

Total Student Learning

Total Student Learning
Total Minimum Student Learning Hours
157.5
Total Maximum Student Learning Hours
157.5

Minimum Units (CB07)
3
Maximum Units (CB06)
3

Advisories on Recommended Preparation
LS R018A or demonstrated ability to write four types of sentences including: simple, compound, complex, and compound-complex sentences

Student Learning Outcomes (CSLOs)

	Upon satisfactory completion of the course, students will be able to:
1	Students will be able to employ the writing strategies to write paragraphs and use correct punctuation.
2	Students will be able to apply proofreading strategies to detect and correct errors in written work.
3	Students will demonstrate the ability to use a word processing program to prepare written assignments.

Course Objectives

	Upon satisfactory completion of the course, students will be able to:
1	Recognize and complete paragraphs.
2	Identify and use correct grammatical elements, including subject, verb, adjective and adverbial forms.
3	Use correct punctuation in sentences and paragraphs.
4	Apply proofreading strategies to detect and correct errors in written work.
5	Use a word processing program to prepare written assignments.
6	Recognize and complete a standard three paragraph essay.

Course Content

Lecture/Course Content
1. Basic grammar
    a. Subjects and verbs
    b. Nouns
    c. Run-ons

      d. Subject-verb agreement
      e. Consistent verb tense
      f. Mechanics
      g. Punctuation
2. Paragraph Writing
      a. Paragraph development
      b. Supporting details
      c. Closing sentence
      d. Descriptive paragraph
      e. Narrative paragraph
3. Error Monitoring
      a. Capitalization
      b. Overall appearance
      c. Punctuation
      d. Spelling
4. Word Processing Applications
      a. The computer as a tool in written composition
      b. Specialized writing programs for students with disabilities
5. The Three Paragraph Essay
      a. Three paragraph descriptive essay
      b. Three paragraph narrative essay

Laboratory or Activity Content
None

Methods of Evaluation

Which of these methods will students use to demonstrate proficiency in the subject matter of this course? (Check all that apply):

Skills demonstrations
Written expression

Methods of Evaluation may include, but are not limited to, the following typical classroom assessment techniques/required assignments (check as many as are deemed appropriate):

Essay exams
Essays
Journals
Objective exams
Quizzes
Research papers

Instructional Methodology

Specify the methods of instruction that may be employed in this course

Class activities
Class discussions
Distance Education
Demonstrations
Group discussions
Instructor-guided use of technology
Lecture

Describe specific examples of the methods the instructor will use:

1. Instructor will facilitate classroom discussions in person and online about such topics as: What makes a good paragraph? How is an essay persuasive? What works in a compare/contrast piece?
2. Instructor will demonstrate how to write things including topic sentences, concluding sentences, transitions between sentences and ideas, how to write a draft of a paper.
3. Instructor will guide instruction in the computer lab to help students learn to use technology to write, edit and revise on the computer, and then to store and submit their work.
4. Instructor will guide students in using software which will help in mindmapping and developing outlines and paragraphs
5. Instructor will demonstrate how to use each of the 5 steps in the Writing Process in an assignment that the students have been given

6. Instructor will lead class activities where students pair up to evaluate various writing samples to determine the effectiveness of a piece, and to utilize the rubric they have to evaluate the score a sample essay would receive.
7. Instructor will model how to go through her/his own writing to revise and edit, pointing out what would be changed, changing it, and moving on to the next revision
8. Instructor will organize and execute group discussions where students can provide feedback to one another on their own work
9. Guided practice whereby the instructor and students complete textbook practice items as a group
10. One to one instruction by instructor where students can analyze and correct paragraphs and essays

Representative Course Assignments

Writing Assignments
1. Weekly descriptive and narrative paragraphs for example "Describe your favorite place."
2. Weekly practice items from text relating to grammar rules for example Review Tests 1, 2, 3 Correcting Run-on sentences.
3. Weekly Journal
4. Weekly essay assignments on various topics including: Descriptive, Narrative, Compare/Contrast, and a brief research essay

Critical Thinking Assignments
1. Use of Venn Diagrams to set up compare and contrast writing

Reading Assignments
1. Read examples of descriptive and narrative paragraphs and essays.
2. Read peer writing and provide constructive feedback

Skills Demonstrations
1. Sentence correction demonstration
2. Demonstration of writing a proper topic sentence, detail sentences and concluding sentence
3. Demonstration of ability to find subjects and verbs in writing
4. Demonstration of proper use of capitalization and punctuation in writing

Outside Assignments

Representative Outside Assignments
1. Read examples of descriptive and narrative paragraphs and essays
2. Weekly descriptive and narrative paragraphs on topics such as: "Describe your favorite place" or "What is a Life Lesson you have learned, and how did you learn the lesson" or "Who is your favorite person?"
3. Research essay assignment will involve research, note-taking, source citations, and submitting notes, draft and then final paper
4. Regular practice quizzes on items from text relating to grammar rules and things such as correcting run-on sentences, types of sentences, capitalization, comma usage
5. Continued development of essays once scored for further revision and resubmission
6. Opportunity to utilize Writing Center or online tutoring for assistance in any phase of the writing process for class
7. Weekly journal assignment

Textbooks and Lab Manuals
Resource Type
Textbook

Description
Langon, John (2015). *English Essentials* (2nd). West Berlin, NJ Townsend Press. 9781591946

Distance Education Addendum

Definitions

Distance Education Modalities
Hybrid (51%−99% online)
Hybrid (1%−50% online)

100% online

Faculty Certifications

Faculty assigned to teach Hybrid or Fully Online sections of this course will receive training in how to satisfy the Federal and state regulations governing regular effective/substantive contact for distance education. The training will include common elements in the district-supported learning management system (LMS), online teaching methods, regular effective/substantive contact, and best practices.
Yes

Faculty assigned to teach Hybrid or Fully Online sections of this course will meet with the EAC Alternate Media Specialist to ensure that the course content meets the required Federal and state accessibility standards for access by students with disabilities. Common areas for discussion include accessibility of PDF files, images, captioning of videos, Power Point presentations, math and scientific notation, and ensuring the use of style mark-up in Word documents.
Yes

Regular Effective/Substantive Contact

Hybrid (1%–50% online) Modality:

Method of Instruction	Document typical activities or assignments for each method of instruction
Asynchronous Dialog (e.g., discussion board)	Discussion board online for students to respond to questions/prompts and to reply to one another
Synchronous Dialog (e.g., online chat)	Online classes held on LMS, and also recorded for future use
Other DE (e.g., recorded lectures)	Lectures recorded and included in LMS for introduction of new material, providing direct instruction course material
Face to Face (by student request; cannot be required)	Meeting individually with a student to review assignments or answer questions, can take place in person or online
E-mail	Sending out reminders and communication with class and individual students

Hybrid (51%–99% online) Modality:

Method of Instruction	Document typical activities or assignments for each method of instruction
Asynchronous Dialog (e.g., discussion board)	Discussion board online for students to respond to questions/prompts and to reply to one another
Synchronous Dialog (e.g., online chat)	Online classes held on LMS, and also recorded for future use
Other DE (e.g., recorded lectures)	Lectures recorded and included in LMS for introduction of new material, providing direct instruction course material
Telephone	Instructor may set up a phone meeting, or may call to check in with student who is struggling
Video Conferencing	Students may set up video conferences for office hours, or may organize small study groups in video conferencing, group projects may be done using video conferencing
E-mail	Sending out of reminders and communication to individual students and to the whole class

100% online Modality:

Method of Instruction	Document typical activities or assignments for each method of instruction
Asynchronous Dialog (e.g., discussion board)	Discussion board online for students to respond to questions/prompts and to reply to one another
Synchronous Dialog (e.g., online chat)	Online classes held on LMS, and also recorded for future use
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| Video Conferencing | Students may set up video conferences for office hours, or may organize small study groups in video conferencing, group projects may be done using video conferencing |
| E-mail | Sending out of reminders and communication to individual students and to the whole class |

Examinations

Hybrid (1%–50% online) Modality
Online
On campus

Hybrid (51%–99% online) Modality
Online
On campus

Primary Minimum Qualification
LEARNING DISABILITIES, DSPS

Review and Approval Dates

Department Chair
09/14/2020

Dean
09/18/2020

Technical Review
10/28/2020

Curriculum Committee
10/28/2020

Curriculum Committee
12/09/2020

CCCCO
MM/DD/YYYY

Control Number
CCC000584487

DOE/accreditation approval date
MM/DD/YYYY