

# KERN COMMUNITY COLLEGE DISTRICT – CERRO COSO COLLEGE

## MATH C020 COURSE OUTLINE OF RECORD

**1. DISCIPLINE AND COURSE NUMBER:**

MATH C020

**2. COURSE TITLE:**

Basic Arithmetic Skills

**3. C-ID:**

**4. CATALOG COURSE DESCRIPTION:**

Students perform the basic operations of addition, subtraction, multiplication, and division of whole numbers, fractions, and decimals. Students work with the concepts of ratios and percents.

**5. GRADING METHOD**

**Default:**

S = Standard Letter Grade

**Optional:**

A = Audit; P = Pass/No Pass

**6. TOTAL UNITS:**

4

**7. INSTRUCTIONAL METHODS / UNITS & HOURS:**

**Lecture**

72

**Lab**

**Activity**

**Open Entry/Open Exit**

**Volunteer Work Experience**

**Paid Work Experience**

**Non Standard**

**Non-Standard Hours Justification:**

**8. REPEATABILITY**

**Type:**

Non-Repeatable Credit

**Limit:**

**9. MATERIALS FEE:**

No

**10. CREDIT BY EXAM:**

No

**11. CORE MISSION APPLICABILITY:**

Basic Skills (BS)

**12. STAND-ALONE:**

Yes

**13. PROGRAM APPLICABILITY**

**Required:**

**Elective:**

**14. GENERAL EDUCATION APPLICABILITY**

**Local:**

**IGETC:**

**CSU:**

**UC Transfer Course:**

**CSU Transfer Course:**

**15. STUDENT LEARNING OUTCOMES—Upon completion of the course, the student will be able to**

1. employ addition, subtraction, multiplication and division of whole numbers to solve equations and real life applications.
2. simplify mathematical expressions using order of operations.
3. calculate sums, differences, products, and quotients involving fractions and mixed numbers and apply to real-life examples.
4. solve problems involving decimals using the operations of addition, subtraction, multiplication and division.
5. convert numbers between decimals, fractions and percents and employ this skill to solve applications.
6. employ at least two learning skills ( such as reducing test anxiety and note-taking or others) from the list below in the detailed topical outline.
7. demonstrate at least one self-efficacy skill ( such as time management, goal setting or other) from the list below in the detailed topical outline.

**16. REQUISITES**

**17. DETAILED TOPICAL OUTLINE:**

Lecture:

A. Place Value

1. Place value from ones place to hundred-billions place.
2. Determine value of a digit in any of the place values up to hundred billions.
3. Reading and writing whole numbers.

B. Word Problems

Simple word problems as applicable in whole numbers, fractions, decimals, percent, ratio and proportions.

C. Whole Numbers: Addition

1. Using basic facts add two numbers and then add three numbers together.

2. Add two numbers with no regrouping, using 1- and 2- digit numbers.
3. Add two numbers, regrouping ones, using 1- to 4- digit numbers.
4. Add two numbers, regrouping tens, using 2- to 4- digit numbers.
5. Add two numbers, regrouping ones and tens, using 2- 4- digit numbers.
6. Add two or more numbers, regrouping as necessary, using 4- to 6- digit numbers.

D. Whole Numbers: Subtraction

1. Using the basic subtraction facts, subtract a 1- digit number from a number between 0 and 18
2. Subtract a 1- or 2- digit number from a 2- digit number with no regrouping.
3. Subtract a 1- to 3- digit number from a 3- digit number with no regrouping.
4. Subtract a 1- to 3- digit number from a 2- or 3- digit number, regrouping tens.
5. Subtract a 2- or 3- digit number from a 3- digit number, regrouping hundreds.
6. Subtract a 3- or 4- digit number from a 4- digit number, regrouping tens and hundreds.
7. Subtract a 4- or 5- digit number from a 5- or 6- digit number, with regrouping.

E. Whole Numbers: Multiplication

1. Using basic facts, multiply two 1- digit numbers
2. Multiply a 2- or 3- digit number by a 1- digit number with no regrouping.
3. Multiply a 2- or 3- digit number by a 1- digit number, regrouping ones.
4. Multiply a 2- digit number by a 1- digit number, regrouping ones and tens.
5. Multiply a 3- or 4- digit number by a 1- digit number, regrouping as necessary.
6. Multiply a 2- to 4- digit number by a 2- digit multiple of 10.
7. Multiply a 3- or 4- digit number by a 3- digit multiple of 100.
8. Multiply a 4- or 5- digit number by a 4- digit multiple of 1000.
9. Multiply two 2- digit numbers.
10. Multiply a 3- or 4- digit number by a 2- digit number.
11. Multiply a 3- or 4- digit number by a 2- to 4- digit number.

12. Multiply a 3- or 4- digit number by a 3- digit number, using numbers with one or more zeros.

F. Whole Numbers: Division

1. Divide a 2- digit number by a 1- digit number with no remainder.

2. Divide a 3- digit number by a 1- digit number with no remainder.

3. Divide a 3- to 4- digit number by a 2- digit number with a remainder.

4. Divide a 2- to 4- digit number by a 2- digit number with no remainder.

5. Divide a 1- to 4- digit number by a 1- or 2- digit with a remainder.

6. Divide a 3- to 6- digit number by a 2- or 3- digit with a remainder.

7. Divide a 2- to 4- digit number by a 1- to 3- digit number and write the remainder as a fraction.

8. Divide a 2- to 4- digit number by a 1- to 2- digit number and write the answer as a decimal.

G. Fractions: Basic Skills

1. Write a fraction to represent a given part of a whole unit.

2. Identify that part of a whole unit represented by a given fraction.

3. Write a fraction to represent what part a given number of objects is of a total group of objects.

4. Identify the number of objects in a group of objects represented by a given fraction.

5. Find the factors of a number.

6. Find the Greatest Common Factor (GCF) of two or more numbers.

7. Change fractions and mixed numbers to lowest terms.

8. Write consecutive multiples of a numbers.

9. Find the Least Common Multiple (LCM) of two or more numbers.

10. Find the Least Common Denominator (LCD) to two or more fractions.

11. Change fractions to higher terms.

12. Write two or more fractions with a Least Common Denominator (LCD).

13. Write whole numbers or mixed numbers as improper fractions.

14. Write improper fractions as whole numbers or mixed numbers.

15. Rename a whole number or mixed number as an equivalent mixed number.

H. Fractions: Addition

1. Add fractions with like denominators.
2. Add mixed numbers with like denominators (no grouping).
3. Add mixed numbers with like denominators (with regrouping).
4. Add fractions with unlike denominators.
5. Add mixed numbers with unlike denominators.

I. Fractions: Subtraction

1. Subtract fractions with like denominators.
2. Subtract mixed numbers with like denominators (no regrouping).
3. Subtract a fraction or mixed number from a whole number (with regrouping of whole numbers).
4. Subtract mixed numbers with like denominators (with regrouping).
5. Subtract fractions with unlike denominators.
6. Subtract mixed numbers with unlike denominators.

J. Fractions: Multiplication

1. Multiply unit fractions.
2. Multiply fractions where both numerators do not equal 1.
3. Multiply a whole number and a fraction.
4. Multiply a mixed number and a fraction.
5. Multiply a mixed number or a whole number by a mixed number.

K. Fractions: Division

1. Divide a whole number by a unit fraction.
2. Divide a whole number by a fraction.
3. Divide a fraction by a fraction.
4. Divide a mixed number by a fraction.
5. Divide a fraction or a mixed number by a whole number.
6. Divide a whole number, or a fraction, or a mixed number by a fraction.

L. Decimals

1. Write decimals to ten-thousandths.
2. Round decimals to the nearest tenth, hundredth, and thousandth.
3. Write whole numbers, fractions, and mixed numbers as decimals.
4. Write decimals as fractions and mixed numbers.
5. Add decimals to ten-thousandths: first with no regrouping, and then with regrouping.
6. Subtract decimals to ten-thousandths: first with no regrouping, and then with regrouping.
7. Multiply a decimal: first by a whole number, and then by a decimal.
8. Divide a decimal: first by a whole number, and then by a decimal.

M. Proportions

1. Write ratios in simplest form, using "to", a colon or a fraction.
2. Write rates in simplest form, using a fraction.
3. Determine the units of a given rate.
4. Determine if proportions are true.
5. Solve proportion equations.
6. Write equal rates as a proportion, then solve.

N. Percents

1. Rewrite whole number percents up to 100% in fractional or decimal form.
2. Rewrite whole number percents larger than 100% in fractional or decimal form.
3. Rewrite percents less than 1% in fractional or decimal form.
4. Rewrite mixed number and decimal percents in fractional or decimal form.
5. Rewrite decimals as percents.
6. Rewrite fractions as percents.
7. Rewrite whole numbers and mixed numbers as percents.

O. Learning/Study Skills - All sections present direct instruction in at least two of the skills below appropriate to the course:

1. Goal setting (within a course)

2. Time management (within a course)
3. Reducing test anxiety
4. Using syllabus
5. Using textbooks
6. Note-taking
7. Question strategies
8. Listening skills
9. Effective organizing
10. Study aides
11. Mnemonics/memory skills
12. Test preparation
13. Test question prediction
14. Relating of details to whole
15. Locating errors
- P. Self-Efficacy Skills - All sections present direct instruction in at least one of the skills below:
  1. Responsibility and Control
  2. Goal Setting (holistic)
  3. Competition/Cooperation
  4. Time Management (holistic)
  5. Family Involvement
  6. School Involvement
  7. Wellness
  8. Social Integration
  9. Balancing life/work/school

**18. METHODS OF INSTRUCTION--Course instructional methods may include but are not limited to**

1. Computational Work;
2. Demonstration;
3. Discussion;
4. Group Work;
5. Lecture;
6. Other (Specify);
7. Problem Solving;

**19. OUT OF CLASS ASSIGNMENTS: Out of class assignments may include but are not limited to**

Homework that provides practice of the skills in the detailed topic outline is regularly assigned. As an example, students go to the CourseCompass website outside of class and complete an assignment involving the subtraction of fractions with unlike denominators.

**20. METHODS OF EVALUATION: Assessment of student performance may include but is not limited to**

scheduled exams given upon completion of a chapter or skill set, regularly assigned homework and/or class work assignments such as quizzes, worksheets, and arithmetic exercises.

**21. TEXTS, READINGS, AND MATERIALS: Instructional materials may include but are not limited to Textbooks**

Prior, R.,H.. (2010) *Basic Mathematics*, 1st, Pearson  
**Manuals**

**Periodicals**

**Software**

Pearson Education. *Basic Mathematics*, 1st ed. -- CourseCompass, MyMathLab course management website  
**Other**

**22. METHOD OF DELIVERY:**

Face to face;

**23. MINIMUM QUALIFICATIONS:**

Mathematics (Masters Required);Physical Sciences (Masters Required);

**24. APPROVALS:**

**Origination Date**

08/18/2010

**State Approval Date**

**Content Review**

**APP Status Date**

**CIC Approval Date**

**Board of Trustees**

**Last Outline Revision**

2003-02-07 00:00:00.0

**CC Approval**

2011-03-11 00:00:00.0

**CIPD Approval**

**Board of Trustees**

2011-04-14 00:00:00.0

**State Approval**

**Requisite Validation**

**UC Approval**

**CSU Approval**

**IGETC Approval**

**CSU GE Approval**

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- **Course ID (CB00)**  
CCC000365204
- **TOP Code (CB03)**  
1701.00 - Mathematics, General;
- **Course Credit Status (CB04)**  
C - Credit - Not Degree Applicable;
- **Course Transfer Status (CB05)**  
3
- **Course Units of Credit Maximum High (CB06):**  
4
- **Course Units of Credit Minimum Low (CB07):**  
4
- **Course Basic Skills (BS) Status (CB08):**  
B = Course is a basic skills course.
- **SAM Code (CB09):**  
Non-Occupational;
- **Cooperative Education Course Status (CB10):**  
Not part of Coop Work Exp;
- **Course Classification Code (CB11):**  
Adult and Secondary Basic Education;
- **Course Special Status (CB13):**  
N - Not Special;
- **CAN Code (CB14):**
- **CAN-Code Seq (CB15):**
- **Course Prior to College Level (CB21):**  
4 Levels Prior to Transfer;
- **Course Non-Credit Category (CB22):**  
Not Applicable, Credit Course;
- **Funding Agency Category (CB23):**
- **Course Program Status (CB24):**  
2 - Stand-alone;

# KERN COMMUNITY COLLEGE DISTRICT – CERRO COSO COLLEGE

## MATH C040 COURSE OUTLINE OF RECORD

1. **DISCIPLINE AND COURSE NUMBER:** MATH C040
2. **COURSE TITLE:** Pre-Algebra
3. **SHORT BANWEB TITLE:**
4. **COURSE AUTHOR:** Bernsten, Dean
5. **COURSE SEATS:** -
6. **COURSE TERMS:**
7. **CROSS-LISTED COURSES:**
8. **PROPOSAL TYPE:** CC Course Update
9. **START TERM:** 30 = Spring, 2015
10. **C-ID:**
11. **CATALOG COURSE DESCRIPTION:** This course covers basic arithmetic, introductory concepts in algebra, and problem solving techniques. Specific topics include addition, subtraction, multiplication and division of signed numbers, percentage, and applications of these skills. The course introduces algebraic concepts, including algebraic operations of polynomials, solving equations, formulas, and an introduction to solving word problems.

### 12. GRADING METHOD

**Default:** S = Standard Letter Grade

**Optional:** A = Audit; P = Pass/No Pass

### 13. **TOTAL UNITS:** 4

### 14. INSTRUCTIONAL METHODS / UNITS & HOURS:

| <u>Method</u>             | <u>Min</u><br><u>Units</u> | <u>Min</u><br><u>Hours</u> |
|---------------------------|----------------------------|----------------------------|
| Lecture                   | 4                          | 72                         |
| Lab                       | 0                          | 0                          |
| Activity                  | 0                          | 0                          |
| Open Entry/Open Exit      | 0                          | 0                          |
| Volunteer Work Experience | 0                          | 0                          |
| Paid Work Experience      | 0                          | 0                          |
| Non Standard              | 0                          | 0                          |

Non-Standard Hours Justification:

### 15. REPEATABILITY

**Type:** Non-Repeatable Credit

16. **MATERIALS FEE:** No
17. **CREDIT BY EXAM:** No
18. **CORE MISSION APPLICABILITY:** Basic Skills (BS)
19. **STAND-ALONE:** Yes

### 20. PROGRAM APPLICABILITY

**Required:**

**Restricted Elective:**

**Elective:**

### 21. GENERAL EDUCATION APPLICABILITY

**Local:**

**IGETC:**

**CSU:**

**UC Transfer Course:**

**CSU Transfer Course:**

**22. STUDENT LEARNING OUTCOMES Upon completion of the course, the student will be able to**

1. Add, subtract, multiply, and divide whole numbers, fractions, and decimals.
2. Add, subtract, multiply, and divide signed numbers with whole numbers, fractions, and decimals.
3. Understand, use, and apply percents and proportions.
4. Add, subtract, and multiply polynomials and be able to evaluate algebraic expressions.
5. Solve algebraic equations.
6. Accurately apply the order of operations.
7. Apply basic graphing techniques.
8. Employ learning skills.
9. Demonstrate a self-efficacy skill.

**23. REQUISITES**

**Prerequisite:**

MATH C020

Content Review

Math C040 involves extensive use of operations (add, subtract, divide, multiply) with whole numbers, fractions and decimals. A student exiting Math C020 should be proficient in these skills.

**24. DETAILED TOPICAL OUTLINE:**

Lecture:

A. Whole Numbers

1. Place value
2. Adding & subtracting whole numbers
3. Multiplication of whole numbers
4. Division of whole numbers
5. Order of operations
6. Evaluating formulas
7. Associative, commutative, and distributive laws
8. Geometric formulas
  - a. Perimeter of rectangles and triangles
  - b. Area of rectangles and triangles
9. Factoring to primes
10. Solve whole number equations

B. Signed Numbers (Integers)

1. Concept of signed numbers
  - a. Recognizing opposites

- b. Understanding absolute value
  - c. Inequality notation
- 2. Addition of signed numbers
- 3. Subtraction of signed numbers
- 4. Multiplication and division of signed numbers
- 5. Order of operations
- 6. Evaluating formulas
- 7. Real-Life problems
- 8. Solve equations involving integers
- C. Signed Fractions
  - 1. Concepts of fractions
  - 2. Addition and subtraction with like denominators
  - 3. Using prime factors to find the lowest common denominator
  - 4. Multiplication of fractions
  - 5. Division and reciprocals
  - 6. Equivalent fractions (both reducing and building fractions)
  - 7. Addition and subtraction with different denominators
  - 8. Addition, subtraction, multiplication, and division of mixed numbers and improper fractions
  - 9. Comparing and rounding off fractions
  - 10. Unit cancelation conversion
  - 11. Real-Life problems
  - 12. Determining Areas for rectangles and triangles using fractions
  - 13. Solve equations containing fractions
- D. Signed Decimals
  - 1. Concept of the decimal system
  - 2. Rounding off
  - 3. Addition and subtraction of decimals
  - 4. Multiplication of decimals
  - 5. Division of decimals
  - 6. Conversion of decimals to fractions and fractions to decimals
  - 7. Order of operations, and evaluation of formulas with decimals
  - 8. Real-life applications of decimals
  - 9. Solve equations containing decimals
- E. Percents
  - 1. Percents and conversion to decimals and fractions

2. Changing from decimals and fractions to percents
3. Real-life applications - calculating percentage of a number

#### F. Polynomials

1. Algebra terminology (term, factor, constant, coefficient, monomial, binomial, polynomial)
2. Exponents
  - a. Expressing terms with integers as the base and natural numbers as the exponent
  - b. Evaluating terms involving exponents
3. Combining like terms
4. Adding and subtracting polynomials
5. Dividing polynomials by monomials (optional)
6. Using the distributive law to multiply polynomials by monomials
7. Using the distributive law to factor a polynomial into a product of a monomial and a polynomial
8. Order of operations
9. Evaluating algebraic expressions
10. Real-life problems (optional)

#### G. Solving Linear Equations

1. Concept of an equation and what the solution to an equation means
2. Solving equations that require only one step:
  - a. Adding or subtracting a constant to both sides  
( $x + a = b$  with  $a$  and  $b$  rational numbers)
  - b. Multiplication or Division of both sides  
( $ax = b$  with  $a$  and  $b$  rational numbers)
3. Solving linear equations that require more than one step:
  - a. variable on one side of the equation
  - b. variable on both sides of the equation

#### H. Graphing

1. Graphing points on a number line
2. Graphing points in the Cartesian plane
3. Making tables of values
4. Graphing linear equations,  $y=mx+b$
5. Graphing quadratic equations of the form

#### I. Word Problems

1. Translating a verbal phrase into a mathematical expression
2. Translating a verbal sentence into a mathematical equation
3. Solving a simple word problem

4. Solving percentage problems.

J. Learning/Study Skills- All sections present instruction in two or more of the skills below appropriate to the course.

1. Goal setting (within a course)
2. Time management (within a course)
3. Reducing test anxiety
4. Using syllabus
5. Using textbooks
6. Note-taking
7. Question strategies
8. Listening skills
9. Effective organizing
10. Study aides
11. Mnemonics/memory skills
12. Test preparation
13. Test question prediction
14. Relating of details to whole
15. Locating errors

K. Self Efficacy Skills – All sections present direct instruction in a skill below:

1. Responsibility and Control
2. Goal Setting ( holistic)
3. Time Management (holistic)
4. Family Involvement
5. School Involvement
6. Wellness
7. Social Integration
8. Balancing Life/Work/School

**25. METHODS OF INSTRUCTION--Course instructional methods may include but are not limited to**

1. Discussion;
2. Lecture;
3. Other Methods: A. Textbook readings B. Lectures C. Online course management system

D. Discussions

26. **OUT OF CLASS ASSIGNMENTS: Out of class assignments may include but are not limited to**

Daily homework assignments Example: Students work mathematics problems assigned from the text and from hand-outs to reinforce concepts and skills discussed in lecture.

27. **METHODS OF EVALUATION: Assessment of student performance may include but is not limited to**

A. Daily in-class assignments :

Example: Students work collaboratively on solving equations assigned from the text and/or hand-out to reinforce the procedure discussed in lecture. This assignment is assessed by the instructor and used as a guide in lesson planning and in implementing remediation.

B. Weekly Quizzes

Quizzes cover skills presented in lecture, homework, and in-class assignments. They are used to assess the student's understanding.

C. Chapter Exams

Chapter or multiple chapter exams designed to assess student mastery of SLO's are administered. In many cases, practice exams are given prior to the exam in order to prepare students.

D. Homework assignments

Homework assignments that reflect the lecture are assigned each class meeting in order to allow students additional practice of skills. The homework may be in the form of exercises on the MyMathLab website, written exercises from the text, or problems to solve on a handout.

28. **TEXTS, READINGS, AND MATERIALS: Instructional materials may include but are not limited to**

**Textbooks**

Bittinger, M., Ellenbogen, D.. (2012) Prealgebra, 6th, Addison-Wesley Publishing Company

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**Manuals**

**Periodicals**

**Software**

**Other**

29. **METHOD OF DELIVERY:** iTV – Interactive video = Face to face course with significant required activities in a distance modality ;Online with some required face-to-face meetings ("Hybrid");Face to face;Online course with on ground testing;

30. **MINIMUM QUALIFICATIONS:** Business (Masters Required);Computer Science (Masters Required);Engineering (Masters Required);Mathematics (Masters Required);Physics/Astronomy (Masters Required);

31. **APPROVALS:**

**Origination Date** 08/18/2013

**Last Outline Revision** 02/26/2010

**Curriculum Committee Approval** 10/04/2013

**Board of Trustees** 11/14/2013

**State Approval** 02/26/2014

**UC Approval UC Approval Status**

**CSU Approval CSU Approval Status**

**IGETC Approval IGETC Approval Status**

**CSU GE Approval CSU GE Approval Status**

**Data Justification**

**Course Element Changes**

**Course Change Justification**

**Course ID (CB00)** CCC000382814

**TOP Code (CB03)** 1701.00 - Mathematics, General;

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

**Course Transfer Status (CB05)** C = Not Transferable

**Course Units of Credit Maximum High (CB06):** 4

**Course Units of Credit Minimum Low (CB07):** 4

**Course Basic Skills (BS) Status (CB08):** B = Course is a basic skills course.

**SAM Code (CB09):** E = Non-Occupational;

**Cooperative Education Course Status (CB10):** Not part of Coop Work Exp;

**Course Classification Code (CB11):** Not Applicable, Credit Course;

**Course Special Status (CB13):** N - Not Special;

**CAN Code (CB14):**

**CAN-Code Seq (CB15):**

**Course Prior to College Level (CB21):** 3 Levels Prior to Transfer;

**Course Non-Credit Category (CB22):** Not Applicable, Credit Course;

**Funding Agency Category (CB23):** Not Applicable

**Course Program Status (CB24):** 2 - Stand-alone;



# KERN COMMUNITY COLLEGE DISTRICT – CERRO COSO COLLEGE

## ENGL C030 COURSE OUTLINE OF RECORD

1. **DISCIPLINE AND COURSE NUMBER:** ENGL C030
2. **COURSE TITLE:** Basic Writing Skills
3. **SHORT BANWEB TITLE:** Basic Writing Skills
4. **COURSE AUTHOR:** Davis, Clifford M.
5. **COURSE SEATS:** -
6. **COURSE TERMS:** 70 = Fall; 30 = Spring
7. **CROSS-LISTED COURSES:**
8. **PROPOSAL TYPE:** CC Course Revision
9. **START TERM:** 30 = Spring, 2016
10. **C-ID:**
11. **CATALOG COURSE DESCRIPTION:** ENGL C030 teaches students to develop and organize ideas in short writings with coherent, unified, and developed paragraphs. The course also covers how to build paragraphs into short essays and how to revise and edit for correctness. Major principles of grammar are reviewed.

### 12. GRADING METHOD

**Default:** S = Standard Letter Grade

**Optional:** A = Audit; P = Pass/No Pass

### 13. **TOTAL UNITS:** 4

### 14. INSTRUCTIONAL METHODS / UNITS & HOURS:

| <u>Method</u>             | <u>Min<br/>Units</u> | <u>Min<br/>Hours</u> |
|---------------------------|----------------------|----------------------|
| Lecture                   | 4                    | 72                   |
| Lab                       | 0                    | 0                    |
| Activity                  | 0                    | 0                    |
| Open Entry/Open Exit      | 0                    | 0                    |
| Volunteer Work Experience | 0                    | 0                    |
| Paid Work Experience      | 0                    | 0                    |
| Non Standard              | 0                    | 0                    |

Non-Standard Hours Justification:

### 15. REPEATABILITY

**Type:** Non-Repeatable Credit

16. **MATERIALS FEE:** No
17. **CREDIT BY EXAM:** No
18. **CORE MISSION APPLICABILITY:** Basic Skills (BS)
19. **STAND-ALONE:** Yes

### 20. PROGRAM APPLICABILITY

**Required:**

**Restricted Elective:**

**Elective:**

### 21. GENERAL EDUCATION APPLICABILITY

**Local:**

**IGETC:**

**CSU:**

**UC Transfer Course:**

**CSU Transfer Course:**

**22. STUDENT LEARNING OUTCOMES Upon completion of the course, the student will be able to**

1. Write developed, coherent, unified paragraphs with clear topic sentences.
2. Construct five-part essays with beginner-level skills including thesis statements.
3. Identify and correct major grammatical errors.
4. Demonstrate increased beginning-level vocabulary and increased reading comprehension.

**23. REQUISITES**

**24. DETAILED TOPICAL OUTLINE:**

Lecture:

A. Paragraph and Essay

1. Paragraph unity, coherence, and good development
2. Topic sentences
3. Standard five-part essay structure
4. Thesis statements
5. Introduction and conclusion strategies

B. Basic Mechanics

1. Capitalization
2. Ending punctuation
3. Apostrophes
4. Formatting papers

C. Grammar

1. Writing simple sentences, compound sentences, and complex sentences
2. Subject/verb agreement
3. Avoiding major errors

D. Vocabulary

1. Identifying word parts; prefixes, suffixes, and roots
2. Using a dictionary

E. Basic Reading Skills

1. Recognizing the topic, purpose, and tone
2. Identifying the main idea
3. Identifying the topic sentence
4. Recognizing supporting details

5. Recognizing paragraph organization

F. Learning and Study Skills: All courses will present direct instruction in at least two of the skills below:

1. Goal setting (within a course)
2. Time management (within a course)
3. Task prioritization
4. Reducing test anxiety
5. Using syllabus
6. Using textbooks
7. Note-taking
8. Question strategies
9. Listening skills
10. Effective organizing
11. Study aids
12. Mnemonics/memory skills
13. Test preparation
14. Test question prediction
15. Relating of details to whole
16. Locating errors
17. Knowledge transfer

G. Self-efficacy skills – All courses will present direct instruction in at least one of the skills below:

1. Responsibility and Control
2. Goal Setting (holistic)
3. Competition
4. Time Management (holistic)
5. Family Involvement
6. Orientation to College
7. College Involvement
8. Wellness
9. Social integration
10. Balancing life/work/school

**25. METHODS OF INSTRUCTION--Course instructional methods may include but are not limited to**

1. Audiovisual;
2. Discussion;
3. Group Work;

4. Lecture;
5. Outside reading;
6. Peer analysis, critique & feedback;
7. Written work;
8. Other Methods: Collaborative activities, such as small group problem-solving activities, worksheets, or interactive games to facilitate the acquisition of basic-level skills in writing.

**26. OUT OF CLASS ASSIGNMENTS: Out of class assignments may include but are not limited to**

1. studying assigned readings in the textbook;
2. answering reading questions;
3. annotating the text and other active reading exercises, like identifying topic sentences, support, and transitions;
4. writing personal responses to textbook essays;
5. studying simple rhetorical modes;
6. studying grammar lectures;
7. doing exercises on grammar;
8. planning, drafting, and revising of paragraphs;
- and 9. planning, drafting, and revising of essays, such as a personal narrative using real-life examples.

**27. METHODS OF EVALUATION: Assessment of student performance may include but is not limited to**

- A. Four-to-six paragraphs and one to two short essays demonstrating the student's ability to write effective paragraphs and simple essays.
  - a. Example: Students write a compare/contrast paragraph on the setting of two short stories or films that begins with a clear topic sentence and includes adequate/specific support.
- B. Quizzes testing the student's comprehension and application of grammar rules for parts of speech, sentence types, run-ons, and fragments.
- C. In-class writings to demonstrate the comprehension of main ideas and support in short readings.
  - a. Example: Students write a journal response to a short reading in class.

**28. TEXTS, READINGS, AND MATERIALS: Instructional materials may include but are not limited to**

**Textbooks**

Langan, J. (2013) College Writing Skills with Readings, 9th, McGraw Hill

-

Anker, S. (2012) Real Writing with Readings: Paragraphs and Essays for College, Work, and Everyday Life., 6th, Bedford/St. Martin's

-

**Manuals**

**Periodicals**

**Software**

**Other**

29. **METHOD OF DELIVERY:** Face to face;

30. **MINIMUM QUALIFICATIONS:** English (Masters Required);

31. **APPROVALS:**

**Origination Date** 02/10/2015

**Last Outline Revision** 11/15/2013

**Curriculum Committee Approval** 03/06/2015

**Board of Trustees** 04/09/2015

**State Approval** 09/27/2010

**UC Approval UC Approval Status**

**CSU Approval CSU Approval Status**

**IGETC Approval IGETC Approval Status**

**CSU GE Approval CSU GE Approval Status**

**Data Element Changes**

**Data Justification**

**Course Element Changes**

**Course Change Justification**

**Course ID (CB00)** CCC000345412

**TOP Code (CB03)** 1501.00 - English;

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

**Course Transfer Status (CB05)** C = Not Transferable

**Course Units of Credit Maximum High (CB06):** 4

**Course Units of Credit Minimum Low (CB07):** 4

**Course Basic Skills (BS) Status (CB08):** B = Course is a basic skills course.

**SAM Code (CB09):** E = Non-Occupational;

**Cooperative Education Course Status (CB10):** Not part of Coop Work Exp;

**Course Classification Code (CB11):** Not Applicable, Credit Course;

**Course Special Status (CB13):** N - Not Special;

**CAN Code (CB14):**

**CAN-Code Seq (CB15):**

**Course Prior to College Level (CB21):** 3 Levels Prior to Transfer;

**Course Non-Credit Category (CB22):** Not Applicable, Credit Course;

**Funding Agency Category (CB23):** Not Applicable

**Course Program Status (CB24):** 2 - Stand-alone;

# KERN COMMUNITY COLLEGE DISTRICT – CERRO COSO COLLEGE

## ENGL C040 COURSE OUTLINE OF RECORD

1. **DISCIPLINE AND COURSE NUMBER:** ENGL C040
2. **COURSE TITLE:** Improving Basic Writing Skills
3. **SHORT BANWEB TITLE:** Improving Basic Writing Skills
4. **COURSE AUTHOR:** Davis, Clifford M.
5. **COURSE SEATS:** -
6. **COURSE TERMS:**
7. **CROSS-LISTED COURSES:**
8. **PROPOSAL TYPE:** CC Course Revision
9. **START TERM:** 30 = Spring, 2016
10. **C-ID:**
11. **CATALOG COURSE DESCRIPTION:** This course, which is preparation for introductory composition, is designed to teach students to write short compositions (500-750 words each) with clear organization, development, keywords, thesis, topic sentences, and sufficient supporting details. Students become familiar with a variety of rhetorical modes and are introduced to expository and text-based writing. Major and minor principles of grammar are reviewed.

### 12. GRADING METHOD

**Default:** S = Standard Letter Grade

**Optional:** A = Audit; P = Pass/No Pass

### 13. **TOTAL UNITS:** 4

### 14. INSTRUCTIONAL METHODS / UNITS & HOURS:

| <u>Method</u>             | <u>Min<br/>Units</u> | <u>Min<br/>Hours</u> |
|---------------------------|----------------------|----------------------|
| Lecture                   | 4                    | 72                   |
| Lab                       | 0                    | 0                    |
| Activity                  | 0                    | 0                    |
| Open Entry/Open Exit      | 0                    | 0                    |
| Volunteer Work Experience | 0                    | 0                    |
| Paid Work Experience      | 0                    | 0                    |
| Non Standard              | 0                    | 0                    |

Non-Standard Hours Justification:

### 15. REPEATABILITY

**Type:** Non-Repeatable Credit

16. **MATERIALS FEE:** No
17. **CREDIT BY EXAM:** No
18. **CORE MISSION APPLICABILITY:** Basic Skills (BS)
19. **STAND-ALONE:** Yes
20. PROGRAM APPLICABILITY

**Required:**

**Restricted Elective:**

**Elective:**

## **21. GENERAL EDUCATION APPLICABILITY**

**Local:**

**IGETC:**

**CSU:**

**UC Transfer Course:**

**CSU Transfer Course:**

## **22. STUDENT LEARNING OUTCOMES Upon completion of the course, the student will be able to**

1. Use the five-part essay in different modes.
2. Structure with clear organization, coherence, thesis, and topic sentences.
3. Use sufficient, logical supporting details.
4. Identify and correct major and minor grammatical errors.
5. Demonstrate increased pre-college-level vocabulary and reading comprehension.

## **23. REQUISITES**

**Prerequisite:**

ENGL C030

Content Review/Content Review + Statistics

## **24. DETAILED TOPICAL OUTLINE:**

Lecture:

- A. Review
  1. Standard 5-part essay structure
  2. Thesis statements
  3. Topic Sentences
  4. Paragraph Unity, Coherence, and Good Development
  5. Introduction and Conclusion Strategies
  6. Sentence Types
  7. Run-ons
  8. Fragments
- B. Structure
  1. What Modes Are
  2. Classification
  3. Comparison/Contrast
  4. Cause/Effect
  5. Argumentation
- C. Grammar and Mechanics
  1. Commas in compound sentences
  2. Commas with items in a series
  3. Commas with introductory elements
  4. Commas with added-detail elements
  5. Commas with embedded elements
  6. Commas with restrictive and non-restrictive elements
  7. Commas in miscellaneous usage
  8. Semicolons in compound sentences
  9. Semicolons with items in a series
  10. Colons with a list
  11. Colons with formal introductions
  12. Colons in compound sentences
- D. Source Work
  1. Responding to an outside idea
  2. Selecting information from sources
  3. Presenting source information to an outside reader

4. Giving basic attributions in MLA style and avoiding plagiarism

#### E. Reading Skills

1. Comprehension of pre-college-level reading
2. Active reading
3. Relations of ideas to other texts
4. Vocabulary

#### F. Learning and Study Skills: All courses will present direct instruction in at least two of the skills below:

1. Goal setting (within a course)
2. Time management (within a course)
3. Task prioritization
4. Reducing test anxiety
5. Using syllabus
6. Using textbooks
7. Note-taking
8. Question strategies
9. Listening skills
10. Effective organizing
11. Study aids
12. Mnemonics/memory skills
13. Test preparation
14. Test question prediction
15. Relating of details to whole
16. Locating errors
17. Knowledge transfer

#### G. Self-efficacy skills – All courses will present direct instruction in at least one of the skills below:

1. Responsibility and Control
2. Goal Setting (holistic)
3. Competition
4. Time Management (holistic)
5. Family Involvement
6. Orientation to College
7. College Involvement
8. Wellness
9. Social integration
10. Balancing life/work/school



**25. METHODS OF INSTRUCTION--Course instructional methods may include but are not limited to**

1. Audiovisual;
2. Discussion;
3. In-class writing;
4. Lecture;
5. Outside reading;
6. Peer analysis, critique & feedback;
7. Written work;
8. Other Methods: Collaborative activities, such as small group problem-solving activities, worksheets, or interactive games to facilitate the acquisition of basic-level skills in writing.

**26. OUT OF CLASS ASSIGNMENTS: Out of class assignments may include but are not limited to**

1. studying assigned readings in the textbook;
2. answering reading questions;
3. annotating the text and other active reading exercises, like identifying topic sentences, support, and transitions;
4. writing responses to textbook essays;
5. studying rhetorical modes, such as exemplification and compare/contrast;
6. studying grammar lectures;
7. doing exercises on grammar;
8. planning, drafting, and revising of essays, such as a definition essay about the different nuances of a common word, or an exemplification essay about the definitive traits of characters in a short novel like Steinbeck's Tortilla Flat.

**27. METHODS OF EVALUATION: Assessment of student performance may include but is not limited to**

- A. Four to six short essays (500-750 words) demonstrating the student's ability to write in different modes, analyze popular press reading, and self-correct for major and minor grammatical errors.

Example: Write a 500 to 750 word comparison/contrast essay in which you point out the differences between two attitudes on a controversial subject. Examine the list on page 282 of College Writing Skills with Readings, select a topic, and start and conclude with a thesis on the subject.

- B. Quizzes testing the student's comprehension of and ability to apply grammatical rules for the major punctuation marks of apostrophes, quotation marks, semicolons, and commas
- C. Frequent in-class 10-minute written responses on the college-level readings, testing comprehension and understanding of structure and content.

Example: From the homework assignment of reading "College Lectures: Is Anybody Listening," David Daniels states that "listening intelligently is hard work (paragraph 5) and "Active learning...is far more beneficial for those who have not yet fully learned how to learn" (paragraph 10). Why might Daniels feel that listening is so hard? And why does he feel that active learning is good?

- D. Homework exercises on grammar rules.

**28. TEXTS, READINGS, AND MATERIALS: Instructional materials may include but are not limited to**

**Textbooks**

Flachmann, K. (2013) Mosaics: Focusing on Essays, 6th, Prentice Hall

-

Langan, J. (2013) College Writing Skills with Readings, 9th, McGraw-Hill

-

**Manuals**

**Periodicals**

**Software**

**Other**

29. **METHOD OF DELIVERY:** Online (purely online no face-to-face contact) ;iTV – Interactive video = Face to face course with significant required activities in a distance modality ;Face to face;
30. **MINIMUM QUALIFICATIONS:** English (Masters Required);
31. **APPROVALS:**
- Origination Date 10/19/2014
  - Last Outline Revision 11/15/2013
  - Curriculum Committee Approval 03/06/2015
  - Board of Trustees 04/09/2015
  - State Approval 04/23/2015
  - UC Approval UC Approval Status
  - CSU Approval CSU Approval Status
  - IGETC Approval IGETC Approval Status
  - CSU GE Approval CSU GE Approval Status
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### **Data Element Changes**

#### **Data Justification**

**Course Element Changes** Change/Update Course Outline  
Add/Update course content

#### **Course Change Justification**

**Course ID (CB00)** CCC000297012

**TOP Code (CB03)** 1501.00 - English;

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

**Course Transfer Status (CB05)** C = Not Transferable

**Course Units of Credit Maximum High (CB06):** 4

**Course Units of Credit Minimum Low (CB07):** 4

**Course Basic Skills (BS) Status (CB08):** B = Course is a basic skills course.

**SAM Code (CB09):** E = Non-Occupational;

**Cooperative Education Course Status (CB10):** Not part of Coop Work Exp;

**Course Classification Code (CB11):** Not Applicable, Credit Course;

**Course Special Status (CB13):** N - Not Special;

**CAN Code (CB14):**

**CAN-Code Seq (CB15):**

**Course Prior to College Level (CB21):** 2 Levels Prior to Transfer;

**Course Non-Credit Category (CB22):** Not Applicable, Credit Course;

**Funding Agency Category (CB23):** Not Applicable

**Course Program Status (CB24):** 2 - Stand-alone;