

Glendale College Course Outline of Record Report

Course ID 000100
Revision - April 2025

ABSE10 : Basic Reading and Writing

General Information

Author:	<ul style="list-style-type: none"> Kimberli Perner
Attachments:	DE Addendum_ABSE_010_COR_4:23:25_CoDE_5:27:25.pdf
Course Code (CB01) :	ABSE10
Course Title (CB02) :	Basic Reading and Writing
Department:	ABSE
Proposal Start:	Spring 2026
TOP Code (CB03) :	(4930.60) Elementary Education (Grades 1-8)
CIP Code:	(32.0101) Basic Skills and Developmental/Remedial Education, General.
SAM Code (CB09) :	E - Non-Occupational
Distance Education Approved:	Yes
Will this course be taught asynchronously?:	No
Course Control Number (CB00) :	CCC000659435
Curriculum Committee Approval Date:	04/09/2025
Board of Trustees Approval Date:	07/16/2024
Last Cyclical Review Date:	05/08/2024
Course Description and Course Note:	ABSE 10 is a beginning composition and reading course. This course covers the basics of sentence and paragraph composition including mechanics, grammar, and spelling. Reading techniques, vocabulary development, comprehension, and analysis skills will be introduced. Lecture 12-64 hours. This course is Pass/ No Pass only.
Justification:	Content Change
Academic Career:	<ul style="list-style-type: none"> Noncredit
Mode of Delivery:	<ul style="list-style-type: none"> In-Person Remote Hybrid
Author:	No value
Course Family:	No value

Academic Senate Discipline

Primary Discipline:	<ul style="list-style-type: none"> Writing-Basic Skills: Non-Credit
Alternate Discipline:	No value
Alternate Discipline:	No value

Course Development

Basic Skill Status (CB08)

Course is a basic skills course.

Allow Students to Gain Credit by Exam/Challenge

Course Special Class Status (CB13)

Course is not a special class.

Pre-Collegiate Level (CB21)

Not applicable.

Grading Basis

- Pass / No-Pass Only

Course Support Course Status (CB26)

Course is not a support course

General Education and C-ID

General Education Status (CB25)

Not Applicable

Transferability

Not transferable

Transferability Status

Not transferable

Units and Hours

Summary

Minimum Credit Units (CB07)	0
Maximum Credit Units (CB06)	0
Total Course In-Class (Contact) Hours	12 - 64
Total Course Out-of-Class Hours	0 - 0
Total Student Learning Hours	12 - 64

Credit / Non-Credit Options

Course Type (CB04)

Non-Credit

Noncredit Course Category (CB22)

Elementary and Secondary Basic Skills.

Noncredit Special Characteristics

No Value

Course Classification Code (CB11)

Other Non-Credit Enhanced Funding.

Variable Credit Course

Funding Agency Category (CB23)

Not Applicable.

Cooperative Work Experience Education Status (CB10)

Weekly Student Hours

	In Class	Out of Class
Lecture Hours	12 - 64	0
Laboratory Hours	0	0

Course Student Hours

Course Duration (Weeks)	18
Hours per unit divisor	54
Course In-Class (Contact) Hours	

Studio Hours	0	0	Lecture	12 - 64
			Laboratory	0
			Studio	0
			Total	12 - 64
Course Out-of-Class Hours				
			Lecture	0
			Laboratory	0
			Studio	0
			Total	0

Time Commitment Notes for Students

This course is open entry/ open-exit.

Units and Hours - Weekly Specialty Hours

Activity Name	Type	In Class	Out of Class
No Value	No Value	No Value	No Value

Prerequisites, Corequisites, Recommended Corequisites, and Recommended Preparation

Advisory

ESL30 - ENGLISH AS A SECOND LANGUAGE LEVEL 3 (in-development)

Objectives

- Write paragraphs at the low-intermediate level with sufficient unity.
- Develop coherence and mechanical accuracy.
- Demonstrate mastery of grammatical structures studied at a level sufficient to pass unit tests and the divisional grammar mastery test for this level.
- Converse at a functional level adequate for everyday use on the campus and in the community.
- Respond to questions about recorded and live speeches, dialogues, role plays, and lectures.
- Decode 2,500-word reading passages, respond to inference and recall questions, and utilize a monolingual English dictionary to advantage.

Entry Standards

Entry Standards	Description
No value	No value

Course Limitations	
Cross Listed or Equivalent Course	Description
No value	No value

Requisite Validation
Upload Statistical Validation and/or other documents (if necessary) No Value

Specifications	
Methods of Instruction	
Methods of Instruction	Lecture
Methods of Instruction	Collaborative Learning
Methods of Instruction	Multimedia
Out of Class Assignments	
Not applicable.	
Methods of Evaluation	Description of Activity/Interaction
Writing Assignment	Sentence and beginning paragraph writing
Activity (answering journal prompt, group activity)	Discussion questions and collaborative work in response to reading assignments
Exam/Quiz/Test	Multiple choice questions in response to reading comprehension
Activity (answering journal prompt, group activity)	Demonstrating a variety of complete sentences
Writing Assignment	Response to nonfiction and literature assignments
Textbook Rationale	
The principles of the GED have not changed over many years, so material is still valid, and publication date is irrelevant.	

Textbooks				
Author	Title	Publisher	Date	ISBN
Steck-Vaughn	Reasoning Through Language Arts	Orlando: Houghton Mifflin Harcourt	2014	978-054-425-3483
Langan, John	Sentences Skill, A Workbook for Writers	9th ed. Boston: McGraw Hill	2011	007-337-1696
Bottcher, Elizabeth	Longman Academic Reading Series Book 1	White Plains: Pearson,	2014	978-0132786645
Other Instructional Materials (i.e. OER, handouts)				
Description	Instructor generated information with duplicated articles from books and periodicals with copyright permission.			
Author	No value			
Citation	No value			
Online Resource(s)	No value			

Learning Outcomes

Course Objectives

Write a grammatically-correct and complete sentence.

Use a variety of sentence structures within a composition.

Write a paragraph which includes a topic sentence and appropriate supporting sentences.

Recognize and read aloud the 100 most common vocabulary words.

Read and locate details in a passage equivalent to grade level six.

Read a sixth grade level passage and identify the stated or unstated main idea

Correctly answer comprehension and analysis questions.

SLOs

Compose grammatically-correct and complete sentences in response to readings.

Expected Outcome Performance: 70.0

ABSE
NCR GED
Preparation Compose an organized, personal response five- paragraph essay using standard American usage and grammar.

ABSE
NCR Adult Basic
Education Write and edit complete sentences as well as map, organize, and use examples in creating a paragraph.

ABSE
Core PLOs Apply the skills that the Common Core Standards have identified for each course.

ILOs
Core ILOs Communicate clearly, ethically, and creatively; listen actively and engage respectfully with others; consider situational, cultural, and personal contexts within or across multiple modes of communication.

ABSE
NCR AHS Diploma Write logical arguments based on substantive claims, sound reasoning, and relevant evidence.

Apply revision steps to correct capitalization, punctuation and grammar errors.

Expected Outcome Performance: 70.0

ABSE
NCR GED
Preparation Compose an organized, personal response five- paragraph essay using standard American usage and grammar.

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ABSE
NCR AHS Diploma Write logical arguments based on substantive claims, sound reasoning, and relevant evidence.

Comprehend, analyze, and respond to sixth grade level text.

Expected Outcome Performance: 0.0

Additional SLO Information

Does this proposal include revisions that might improve student attainment of course learning outcomes?

No

Is this proposal submitted in response to learning outcomes assessment data?

No

If yes was selected in either of the above questions for learning outcomes, explain and attach evidence of discussions about learning outcomes.

No Value

SLO Evidence

No Value

Course Content**Lecture Content****Sentences (3-12 hours)**

- Verb tenses and subject-verb agreement
- Complete thought
- Sentence patterns and variations
- Clauses
 - Independent
 - Dependent

Grammar (2-12 hours)

- Capitalization
- Punctuation
- Ending Internal
- Revisions

Paragraphs (1-6 hours)

- Topic sentences
- Supporting sentences
- Types
- Effectiveness
- Concluding sentences

Reading Strategies (3-8 hours)

- Previewing, scanning, and predicting
- Decoding words
- Word structure
 - roots
 - prefixes
 - suffixes
- Using context clues
 - restatement
 - synonyms
 - antonyms
- Deriving meaning from context
- Patterns of organization

Literal Comprehension (1-8 hours)

- Locating details
- Finding the main idea

Inferential Comprehension (1-8 hours)

- Finding the unstated main idea
- Restating information
- Identifying cause and effect
- Drawing conclusions

Analysis (1-8 hours)

- Recognizing fact and opinion
- Identifying bias and tone
- Identifying elements of style and structure

Total Hours: 12-64

Additional Information**Repeatability**

Repeatable

Justification (if repeatable was chosen above)

Non-credit courses

Is it possible this course will have a material fee?

No

I have contacted my library liaison (<https://campusguides.glendale.edu/faculty/liasons>):

Yes

What term(s) will this course be offered?

Fall/Winter/Spring/Summer

Will any additional resources be needed for this course? (Click all that apply)

- No

If additional resources are needed, add a brief description and cost in the box provided.

No Value