

Glendale College  
**Course Outline of Record Report**

Course ID 010323  
 Revision - April 2025

**ABSE186 : Essentials in Reading and Paragraph Writing**

**General Information**

<b>Author:</b>	<ul style="list-style-type: none"> <li>• Kimberli Perner</li> </ul>
<b>Course Code (CB01) :</b>	ABSE186
<b>Course Title (CB02) :</b>	Essentials in Reading and Paragraph Writing
<b>Department:</b>	ABSE
<b>Proposal Start:</b>	Spring 2026
<b>TOP Code (CB03) :</b>	(1520.00) Reading
<b>CIP Code:</b>	(23.0101) English Language and Literature, General.
<b>SAM Code (CB09) :</b>	E - Non-Occupational
<b>Distance Education Approved:</b>	No
<b>Will this course be taught asynchronously?:</b>	No
<b>Course Control Number (CB00) :</b>	CCC000659436
<b>Curriculum Committee Approval Date:</b>	03/26/2025
<b>Board of Trustees Approval Date:</b>	06/17/2025
<b>Last Cyclical Review Date:</b>	05/08/2024
<b>Course Description and Course Note:</b>	ABSE 186 is designed for students who want to improve their reading and paragraph writing skills for college and career readiness. Focus is on reading and comprehension strategies, vocabulary development, fluency, and responsive writing in the form of a well-structured paragraph. Lecture 18-64 hours. Note: This course is Pass/No Pass only.
<b>Justification:</b>	Content Change
<b>Academic Career:</b>	<ul style="list-style-type: none"> <li>• Noncredit</li> </ul>
<b>Mode of Delivery:</b>	<ul style="list-style-type: none"> <li>• In-Person</li> <li>• Remote</li> <li>• Hybrid</li> </ul>
<b>Author:</b>	No value
<b>Course Family:</b>	No value

**Academic Senate Discipline**

<b>Primary Discipline:</b>	<ul style="list-style-type: none"> <li>• Reading-Basic Skills: Non-Credit</li> </ul>
<b>Alternate Discipline:</b>	<ul style="list-style-type: none"> <li>• Writing-Basic Skills: Non-Credit</li> </ul>
<b>Alternate Discipline:</b>	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)**

Three levels below transfer.

**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

<b>Minimum Credit Units (CB07)</b>	0
<b>Maximum Credit Units (CB06)</b>	0
<b>Total Course In-Class (Contact) Hours</b>	18 - 64
<b>Total Course Out-of-Class Hours</b>	0 - 0
<b>Total Student Learning Hours</b>	18 - 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)**

Non-Enhanced Funding.

Variable Credit Course

**Funding Agency Category (CB23)**

Not Applicable.

Cooperative Work Experience Education Status (CB10)

#### Weekly Student Hours

	<b>In Class</b>	<b>Out of Class</b>
Lecture Hours	18 - 64	0
Laboratory Hours	0	0

#### Course Student Hours

<b>Course Duration (Weeks)</b>	18
<b>Hours per unit divisor</b>	54
<b>Course In-Class (Contact) Hours</b>	

Studio Hours	0	0	Lecture	18 - 64
			Laboratory	0
			Studio	0
			<b>Total</b>	18 - 64
<b>Course Out-of-Class Hours</b>				
			Lecture	0
			Laboratory	0
			Studio	0
			<b>Total</b>	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

<b>Course Limitations</b>	
Cross Listed or Equivalent Course	Description
No value	No value

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

<b>Specifications</b>	
<b>Methods of Instruction</b>	
Methods of Instruction	Lecture
Methods of Instruction	Laboratory
Methods of Instruction	Discussion
Methods of Instruction	Tutorial
Methods of Instruction	Collaborative Learning
Methods of Instruction	Presentations
<b>Out of Class Assignments</b>	
<ul style="list-style-type: none"> <li>Applied practice, such as drafting, re-writing, and finalizing a paragraph</li> </ul>	
<b>Methods of Evaluation</b>	<b>Description of Activity/Interaction</b>

Activity (answering journal prompt, group activity) Discussions and group activities  
 Writing Assignment Paragraphs in response to readings

**Textbook Rationale**

No updated common core textbooks have been adapted or made available.

**Textbooks**

Author	Title	Publisher	Date	ISBN
Judith Hochman	The Writing revolution : a guide to advancing thinking through writing in all subjects and grades	San Francisco, CA : Jossey-Bass	2017	9781119364917
Judith Hochman	The Writing revolution : a guide to advancing thinking through writing in all subjects and grades 2nd Edition	San Francisco, CA : Jossey-Bass	2024	9781394182039

**Other Instructional Materials (i.e. OER, handouts)**

**Description** <https://springboard.collegeboard.org>  
**Author** No value  
**Citation** <https://springboard.collegeboard.org>  
**Online Resource(s)**

**Description** Instructor generated information with duplicated articles from books and periodicals with copyright permission.  
**Author** No value  
**Citation** No value  
**Online Resource(s)**

**Learning Outcomes**

**Course Objectives**

Comprehend both literature and information-based texts at a high school level.

Utilize various strategies to develop active reading habits.

Read and locate details in a passage and identify the stated or unstated main idea.

Articulate answers to comprehension and analysis questions.

Demonstrate sentence variation, coherence, and unity within a paragraph.

**SLOs**

**Use reading comprehension strategies in order to respond with critical analysis.** Expected Outcome Performance: 70.0

*ILOs* Analyze and solve problems using critical, logical, and creative thinking; ask questions, pursue a line of inquiry, and derive conclusions; cultivate  
 Core creativity that leads to innovative ideas.  
*ILOs*

**Analyze and use evidence from given texts to support claims.** Expected Outcome Performance: 70.0

*ILOs* Analyze and solve problems using critical, logical, and creative thinking; ask questions, pursue a line of inquiry, and derive conclusions; cultivate  
 Core creativity that leads to innovative ideas.  
*ILOs*

**Write a well-formed paragraph with a topic sentence, supporting details, including critical thinking and/or analysis, and concluding sentence.** Expected Outcome Performance: 70.0

*ILOs* Analyze and solve problems using critical, logical, and creative thinking; ask questions, pursue a line of inquiry, and derive conclusions; cultivate  
 Core creativity that leads to innovative ideas.  
*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.

**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

#### Reading Strategies (3-12 hours)

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

#### Literal Comprehension (2-8 hours)

- Locating details
- Finding the main idea

#### Inferential Comprehension (2-8 hours)

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

#### Analysis (1-6 hours)

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

#### Writing Strategies (3-12 hours)

- Sentence Variation- Writing complete and cohesive sentences
- Fragments & Run-On Sentences
- Topic Sentence- Claim/ Main Idea Statement
- Supporting Details/ Essential Evidence & Explanation
- Transitions- Attending to the flow of the paragraph

#### Paragraphs- Generating Ideas (6-12 hours)

- Writing introductions
- Thesis Statements
- Writing body paragraphs
- Writing Narrative paragraphs
- Descriptive paragraph writing
- Persuasive paragraphs

#### Analyzing Text & Deriving Evidence for Support (1-6 hours)

- Writing conclusions
- Editing & Revising

**Total hours: 18-64**

## 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/liaisons>):

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