

Glendale College

Course Outline of Record Report

Course ID 010651
Revision - April 2025

ABSE65 : Grammar and Usage for the GED/HiSET

General Information

Author:	<ul style="list-style-type: none"> Kimberli Perner
Course Code (CB01) :	ABSE65
Course Title (CB02) :	Grammar and Usage for the GED/HiSET
Department:	ABSE
Proposal Start:	Spring 2026
TOP Code (CB03) :	(4930.62) Secondary Education (Grades 9-12) and G.E.D.
CIP Code:	(53.0201) High School Equivalence Certificate Program.
SAM Code (CB09) :	E - Non-Occupational
Distance Education Approved:	No
Will this course be taught asynchronously?:	No
Course Control Number (CB00) :	CCC000659443
Curriculum Committee Approval Date:	04/09/2025
Board of Trustees Approval Date:	06/17/2025
Last Cyclical Review Date:	12/13/2023
Course Description and Course Note:	ABSE 65 is a noncredit English course designed for adult learners who want to improve their grammar skills, and, thereby, improve their reading and writing skills. This course focuses on major principles of basic grammar and sentence instruction and is designed to provide students with the necessary skills to successfully pass the grammar and usage section of the GED/HiSET. Lecture: 8-32 hours. Note: 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"> Interdisciplinary-Basic: Skills: Non-Credit
Alternate Discipline:	<ul style="list-style-type: none"> English
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)

One level 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

Minimum Credit Units (CB07)	0
Maximum Credit Units (CB06)	0
Total Course In-Class (Contact) Hours	8 - 32
Total Course Out-of-Class Hours	0 - 0
Total Student Learning Hours	8 - 32

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	8 - 32	0
Laboratory Hours	0	0
Studio Hours	0	0

Course Student Hours

Course Duration (Weeks)	18
Hours per unit divisor	54
Course In-Class (Contact) Hours	
Lecture	8 - 32

Laboratory	0
Studio	0
Total	8 - 32
Course Out-of-Class Hours	
Lecture	0
Laboratory	0
Studio	0
Total	0

Time Commitment Notes for Students

Students arrange their own time commitment appropriate for the amount of study needed to pass the High School Equivalency exam in Grammar and Usage/Language Arts Reading.

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	Discussion
Methods of Instruction	Tutorial
Methods of Instruction	Independent Study
Methods of Instruction	Collaborative Learning
Methods of Instruction	Demonstrations
Out of Class Assignments	
Not Applicable	
Methods of Evaluation	Description of Activity/Interaction
Exam/Quiz/Test	Section and chapter formative assessments

Exam/Quiz/Test					GED and HiSET practice tests on grammar and usage				
Textbook Rationale									
No Value									
Textbooks									
Author		Title			Publisher		Date		ISBN
Jonathan Cox		HiSET Prep Book 2023-2024: 800+ Practice Questions, HiSET Test Study Guide for All Subjects 1st Edition			Accepted, Inc.		2023		978-1637982846
Caren Van Slyke		GED Test Prep Plus 2022-2023			Kaplan		2021		978-1506277356
Other Instructional Materials (i.e. OER, handouts)									
No Value									

Learning Outcomes	
Course Objectives	
Recognize and correct grammar and usage errors.	
Revise sentences or passages.	
Comprehend construction in the areas of organization, sentence structure, usage, and mechanics.	
Apply knowledge of English language conventions and usage.	
SLOs	
Locate and recognize grammatical errors in written texts and rewrite those errors to be grammatically correct.	Expected Outcome Performance: 75.0
Pass the GED/HiSET practice test with 75% accuracy or higher.	Expected Outcome Performance: 75.0

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

Basic English Usage (2-8 hours)

- Parts of Speech
- Subject Verb Agreement
- Verb tense
- Pronoun Usage
- Noun and Pronoun agreement
- Idiomatic expressions

Writing Conventions: Mechanics (2-8 hours)

- Capitalization
- Punctuation
- Spelling
- Possessives and contractions
- Homonyms

Sentence Structure (2-8 hours)

- Fragments
- Run-ons and comma splices
- Combining sentences
- Active and passive voices
- Construction shift questions
- Parallel structure

Organization (2-8 hours)

- Paragraph composition
- Topic sentences
- Unity
- Coherence
- Elimination and reorganization questions

Total hours: 8-32

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