

CATALOG INFORMATION

Dept and Nbr: ADLTED 570.1 Title: WRITING/READING IMPRVMT
Full Title: Writing and Reading Improvement for Test Preparation
Last Reviewed: 2/26/2018

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	0	Lecture Scheduled	0	9	Lecture Scheduled	0
Minimum	0	Lab Scheduled	2.00	4	Lab Scheduled	18.00
		Contact DHR	0		Contact DHR	0
		Contact Total	2.00		Contact Total	18.00
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 0.00

Total Student Learning Hours: 18.00

Title 5 Category: Non-Credit
Grading: Non-Credit Course
Repeatability: 27 - Exempt From Repeat Provisions
Also Listed As:
Formerly:

Catalog Description:
Students will receive supplemental instruction in basic English skills. Supports students needing remediation of basic English reading, writing and essay exam completion.

Prerequisites/Corequisites:

Recommended Preparation:

Limits on Enrollment:

Schedule of Classes Information:
Description: Students will receive supplemental instruction in basic English skills. Supports students needing remediation of basic English reading, writing and essay exam completion.
(Non-Credit Course)
Prerequisites/Corequisites:
Recommended:
Limits on Enrollment:
Transfer Credit:

Repeatability: Exempt From Repeat Provisions

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

AS Degree:	Area	Effective:	Inactive:
CSU GE:	Transfer Area	Effective:	Inactive:

IGETC:	Transfer Area	Effective:	Inactive:
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CSU Transfer:	Effective:	Inactive:
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UC Transfer:	Effective:	Inactive:
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CID:

Certificate/Major Applicable:

Certificate Applicable Course

COURSE CONTENT

Student Learning Outcomes:

At the conclusion of this course, the student should be able to:

1. Use effective pre-writing, drafting, revising, and editing of writing assignments.
2. Read and interpret test questions.
3. Apply effective techniques in writing essay exams.
4. Complete writing assignments with greater confidence.

Objectives:

At the conclusion of this course, the student should be able to:

1. Improve their understanding of and skills in reading, writing, editing, and essay exam completion.

Topics and Scope:

Students will receive instruction in one or more of the following as they work on classroom assignments and test preparation:

Essay Exams

- I. Anticipating exam questions
- II. Reading and analyzing exam questions
- III. Organizing exam material
- IV. Strategies for completing essay exams

Writing

- I. Brainstorming strategies
- II. Audience and tone
- III. Narrowing a topic
- IV. Broadening a topic
- V. Essay organization patterns
 - A. Narrative
 - B. Descriptive

- C. Cause and effect
- D. Compare and contrast
- E. Analysis/Synthesis
- F. Argument
- VI. Introductory devices
- VII. Concluding the essay
- VIII. Style
 - A. Vocabulary
 - B. Figurative language
 - C. Avoiding wordiness and redundancy
- IX. Editing and revision
 - A. Formatting
 - B. Creating a title

Assignment:

Students will independently complete and revise assignments for basic English and other classes, with assistance from instructors who are available for individual tutorials.

Representative Assignments:

1. Lab projects related to English or HSE composition courses
2. Writing and revising compositions
3. Writing and revising summary and response papers
4. Reading and analyzing assignments
5. Basic grammar, punctuation, and spelling tutorials
6. Practice essays exams

Methods of Evaluation/Basis of Grade:

Writing: Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

None

Writing
0 - 0%

Problem Solving: Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

None

Problem solving
0 - 0%

Skill Demonstrations: All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Complete and revise assignments; practice essay exams

Skill Demonstrations
10 - 90%

Exams: All forms of formal testing, other than skill performance exams.

None

Exams
0 - 0%

Other: Includes any assessment tools that do not logically fit into the above categories.

Attendance and participation

Other Category
10 - 90%

Representative Textbooks and Materials:

Instructor prepared materials