Los Angeles Community College District

NON-CREDIT COURSE OUTLINE

Section I: BASIC COURSE INFORMATION

OUTLINE STATUS: New Course 2006-2007

COLLEGE: Southwest

SUBJECT (DISCIPLINE) NAME¹ (40 characters, no abbreviations) ESL and Civics

COURSE NUMBER: 010CE

COURSE TITLE: ESL and Civics 1

Approval of Curriculum Committee: 4/17/07
Approval of Academic Senate: 5/8/07

CATALOG COURSE DESCRIPTION -- Provide a brief description of the course, including an overview of the topics covered:

This introductory open-entry course will provide the content and the oral/aural skills practice necessary to begin the process of becoming a United States citizen. The major focus is on developing listening, speaking, reading and writing skills.

CLASS HOURS: Under “total hours per term,” indicate the total number of hours the average student will need to complete the course objectives in section II. To determine the number of standard hours per week, divide the total hours by 18.

<table>
<thead>
<tr>
<th>Total Hours per term</th>
<th>Standard Hours per week (total hours per term divided by 18 weeks)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture hours:</td>
<td>18.00</td>
</tr>
<tr>
<td>Lab hours:</td>
<td>0.00</td>
</tr>
<tr>
<td>Total hours:</td>
<td>18.00</td>
</tr>
</tbody>
</table>

LIMITATIONS ON ENROLLMENT (see Title 5, section 58106 and Board Rule 6803 for policy on allowable limitations. Other appropriate statutory or regulatory requirements may also apply):

None; intended for students interested in becoming naturalized citizens.

¹ Underlined course attributes are the same for the course throughout the LACCD; all other course attributes are college specific.
# Section II: COURSE CONTENT AND OBJECTIVES

## 1. COURSE CONTENT AND OBJECTIVES:

### COURSE CONTENT AND SCOPE – Lecture:
Outline topics included in the lecture portion of the course, if applicable. *(Outline reflects course description, all topics covered in class)*

<table>
<thead>
<tr>
<th>Hours per topic</th>
<th>COURSE OBJECTIVES – Lecture:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Personal Information - names, first, middle and last names, family relationships, dates, addresses, telephone numbers</td>
<td>Demonstrate ability to fill out simple forms that require biographic and personal information.</td>
</tr>
<tr>
<td>2. Basic conversations - make statements and ask/answer questions related to basic needs and common activities.</td>
<td>Demonstrate ability to communicate by clarifying personal information orally in role play situations.</td>
</tr>
<tr>
<td>3. Language functions - recognize words that signal the difference between past, present and future events.</td>
<td>Demonstrate ability to discuss or write about themselves in relationship to previous, present and future events.</td>
</tr>
<tr>
<td>4. US history, government and civics - Early US History, principles of democracy and geography</td>
<td>Identify and label the US and California on a world map.</td>
</tr>
</tbody>
</table>

**Total Lecture hours**: 18

### COURSE CONTENT AND SCOPE – Laboratory:
Outline topics included in the laboratory portion of the course, if applicable. *(Outline reflects course description, all topics covered in class)*

<table>
<thead>
<tr>
<th>Hours per topic</th>
<th>COURSE OBJECTIVES – Laboratory:</th>
</tr>
</thead>
<tbody>
<tr>
<td>n/a</td>
<td>n/a</td>
</tr>
</tbody>
</table>

**SLOs:**
As a result of this learning experience, the student can:
1. Complete a simple form requiring personal information with 90% accuracy.

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2 In general “activity” courses or portions of courses are classified a “laboratory.”
Bloom’s Taxonomy

<table>
<thead>
<tr>
<th>SIMPLE SKILLS &lt;&lt;---------------------------------------------&gt;&gt; COMPLEX SKILLS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knowledge</td>
</tr>
<tr>
<td>define repeat record list recall name relate underline</td>
</tr>
</tbody>
</table>

2. **REQUIRED TEXTS:**

Provide a representative list of textbooks and other required reading; include author, title and date of publication:

Bliss B., *Voices of Freedom*; 2003 Pearson Education, Chapters A,B, 1 and 2

3. **SUPPLEMENTARY READINGS:**

Reading assignments may include, but are not limited to the following:

Short, simplified biographies or nonfiction stories available in the Citizenship Resource Center. Students will then work in collaborative groups to identify key facts or complete an informational chart.

4. **REPRESENTATIVE OUTSIDE ASSIGNMENTS:**

Out of class assignments may involve, but are not limited to:

Homework may stem from in-class assignments. Students may write sentences about themselves in the present, past and future tenses.
5. **SUPPLIES:**
List of supplies the student must provide:

Supplies are provided.

6. **INFORMATION COMPETENCY:**
Information competency is the ability to find, evaluate use, and communicate information in all its various formats. It combines aspects of library literacy, research methods and technological literacy. Information competency includes consideration of the ethical and legal implications and requires the application of both critical thinking and communications skills. If applicable, explain how information competency is included in the course.

Students will find information to apply to tasks.

7. **COMPUTER/INFORMATION COMPETENCY:**
If applicable, explain how computer/information competency is infused into the course.

A computer lab with trained staff is available to students. Students can research a historical/civic topic of interest or access language learning software.

8. **DIVERSITY:**
If applicable, explain how diversity (e.g., cultural, gender, etc.) is infused into the course.

Class is open to all students. Contributions to the American culture by numerous ethnic groups are presented.

9. **SCANS COMPETENCIES** (required for all courses with vocational TOP Codes; recommended for all courses):

SCANS (Secretary’s Commission on Necessary Skills) are skills the Department of Labor identified, in consultation with business and industry leaders, which reflect the skills necessary for success in the workplace. Check the appropriate boxes to indicate the areas where students will develop the following skills (please note that all SCANS competencies do not apply to all courses):

**RESOURCES**

☐ **Managing Time:** Selecting relevant goal-related activities, ranks them in order of importance, allocating time to activities, and understanding, preparing and following schedules.

☐ **Managing Money:** Using or preparing budgets, including making cost and revenue forecasts; keeping detailed records to track budget performance, and making appropriate adjustments.

☒ **Managing Material and Facility Resources:** Acquiring, storing, allocating, and distributing materials, supplies, parts, equipment, space or final products in order to make the best use of them.

**INTERPERSONAL**

☒ **Participating as Member of a Team:** Working cooperatively with others and contributing to group’s efforts with ideas, suggestions and effort.
Teaching Others New Skills: Helping others learn needed knowledge and skills.

Exercising Leadership: Communicating thoughts, feelings, and ideas to justify a position, encouraging, persuading, convincing or otherwise motivating an individual or group, including responsibly challenging existing procedures, policies or authority.

Negotiating: Working toward agreement that may involve exchanging specific resources or resolving divergent interests.

Working with Cultural Diversity: Working well with men and women and with people from a variety of ethnic, social, or educational backgrounds.

INFORMATION

Acquiring and Evaluating Information: Identifying a need for data, obtaining the data from existing sources or creating them, and evaluating their relevance and accuracy.

Organizing and Maintaining Information: Organizing, processing and maintaining written or computerized records and other forms of information in a systematic fashion.

Interpreting and Communicating Information: Selecting and analyzing information and communicating the results of others using oral, written, graphic, pictorial, or multimedia methods.

Using Computers to Process Information: Employing computers to acquire, organize, analyze and communicate information.

SYSTEMS

Understanding Systems: Knowing how social, organizational and technological systems work and operating effectively with them.

Monitoring and Correcting Performance: Distinguishing trends, predicting impacts of actions on system operations, diagnosing deviations in the functioning of a system/organization, and taking necessary steps to correct performance.

Improving or Designs Systems: Making suggestions to modify existing systems in order to improve the quality of products or services and developing new or alternative systems.

TECHNOLOGY

Selecting Technology: Judging which sets of procedures, tools or machines, including computers and their programs, will produce the desired results.

Applying Technology to Tasks: Understanding overall intent and proper procedures for setting up and operating machines, including computers and their reprogramming systems.

Maintaining and Troubleshoots Equipment: Preventing, identifying, or solving problems with equipment, including computers and other technologies.
Section III: SUPPLEMENTAL COURSE INFORMATION

1. ORIGINATOR: Marian Ruane

2. DEPARTMENT: Noncredit/Continuing Education

3. SUBJECT CODE -- 3 characters, assigned by District Office: 995

4. SUBJECT ABBREVIATION -- 7 characters, assigned by District Office: ESLCVCS

5. SPC CODE -- 3 characters, assigned by District Office: 0

6. REPETITIONS -- Number of times course may be repeated for credit (three maximum):

   How does the repetition of this course meet Title 5, section 58161 requirements? A course may be repeatable when, “course content differs each time it is offered, and that the student who repeats it is gaining an expanded educational experience for one of the following reasons: (A) Skills or proficiencies are enhanced by supervised repetition and practice within class periods; or (B) Active participatory experience in individual study or group assignments is the basic means by which learning objectives are obtained.”

   Repeatable as a non-credit course unspecified times.

COURSE CLASSIFICATION (choose only one)

   Adult and Secondary Basic Skills

   Note: A course’s Classification, TOP Code and SAM code must be aligned – e.g., Courses with an “Occupational” Course Classification must have an “Occupational” TOP Code and a SAM Code of A, B, C, or D; courses that do not have an “Occupational” Course Classification cannot have an Occupational TOP Code and must have an “E” SAM Code. Courses coded as “basic skills” in #11 should be coded “Adult and Secondary Basic Skills.”

   SAM CODE (Student Accountability Model) (choose only one):

   E – Non-Occupational

   SAM Codes (see, CCC Chancellor’s Office Student Accountability Model Operations Manual, 1984) should be assigned as follows:

   Priority “A” – Apprenticeship: Courses designed for an indentured apprentice, which must have the approval of the State of California, Department of Industrial Relations, Division of Apprenticeship Standards.

   Priority “B” – Advanced Occupational: Courses taken by students in the advanced stages of their occupational programs. Courses should be offered in one specific occupational area only. Priority letter “B” should be assigned sparingly; in most cases, no more than two courses in any one program should be labeled “B.” “B”-level courses must have Priority “C” pre-requisites in the same program area.

   Priority “C” – Clearly Occupational: Courses generally taken by students in the middle stages of their programs, which should be of difficulty level sufficient to detract “drop-ins.” Courses may be offered in several occupational programs within a broad area. The “C” priority, however, should also be used for courses within a specific program area when the criteria for “B” classification are not met. A “C” level course should provide the student with entry-level job skills.
**College:** LA Southwest; **Discipline:** ESL and Civics; **Course Number:** 010 CE; **Academic Year:** 2006-2007

**Priority "D" - Possibly Occupational:** "D" courses are those taken by students in the beginning stages of their occupational programs. The "D" priority can also be used for service (or survey) courses for other occupational Programs.

**Priority "E" -- Non-occupational.**

**BASIC SKILLS --** Title 5, section 5502(d) defines "basic skills as "courses in reading, writing, computation, and English as a Second Language which are designated as non-degree credit courses pursuant to Title 5, section 5502(b)."

**YES**

**IS THIS COURSE SPECIFICALLY DESIGNED FOR STUDENTS WITH DISABILITIES?**

**No**

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**Section IV – CHANCELLOR’S OFFICE INFORMATION**

**COLLEGE & COLLEGE CODE:** Southwest - 195387

**STATIC COURSE IDENTIFIER (Subject Code + Course Number):** 995 010CE

**FTES (Previously ADA) ELIGIBLE AREA --** Assign the code which describes the primary area in which the course is offered. For each area, specific TOP Codes must be entered. These codes are listed under each area as follows:

<table>
<thead>
<tr>
<th>Area</th>
<th>TOP Codes</th>
</tr>
</thead>
<tbody>
<tr>
<td>A -- English as a Second Language</td>
<td>4930.91</td>
</tr>
</tbody>
</table>

**TOP CODE – 4930.91**

Course content should match discipline description in Taxonomy of Programs found at [www.cccco.edu/cccco/esed/curric/curriculum.htm](http://www.cccco.edu/cccco/esed/curric/curriculum.htm)

**Category/TOP Code**

- Parenting TOP Codes: 13004.20, 1304.60, 1304.00-1304.20, 2107.10-2107.30
- Elementary and secondary basic skills TOP Codes: 2107.70, 4930.00-4930.72
- English as a second language TOP Codes: 4930.80-4930.89
- Citizenship for immigrants TOP Codes: 4930.90
- Education program for substantially handicapped TOP Codes: 4930.30-4930.33
- Short-term vocational programs with high employment potential TOP Codes (Vocational)
- Education programs for older adults. All TOP Codes: Eligible courses for older adults may include offerings in the following subjects: Health, Consumer Resources, Self-Management and Entitlements, Therapy
- Education programs in home economics TOP Codes: 1300.00-0808.00, 0808.20, 0835.10, 0837.00, 1399.90, 0899.00, 1200.00-1299.99, 1305.30, 2101.20-2101.50, 2104.30, 2107.40, 2107.80, 2102.60
- Health and safety education TOP Codes: 0808.00, 0808.20, 0835.10, 0837.00, 0899.00, 1200.00-1299.99, 1305.30, 2101.20-2101.50, 2104.30, 2107.40, 2107.80, 2102.60

**CERTIFICATION OF MUTUAL AGREEMENT --:** 0-Approval requested for "adult basic education"

**Note:** For items 1-3, the District must have a required annual update of certification of mutual agreement under Education code Sections 8512 and 8530-8534

**SPECIAL PROGRAM IDENTIFIER--** Indicates course and section are part of a special program and the nature of that program: 0 -- Not Applicable

**PRIMARY METHOD OF COURSE EVALUATION:** 2-Objective Measurement of Knowledge
TEACHING MATERIALS: 1-Published textbook

METHOD OF INSTRUCTION (select all that apply):
(a) Lecture, Demonstration
(b) Laboratory
(c) Workshop
(d) Instructional Aide
(e) Lecture Series
(f) Computer Assisted

DEMONSTRATION OF NEED: Identify the primary method used to determine the need for this course:
3-Survey of community and/or student needs or inte

COURSE OBJECTIVES – From the list below, choose the three most important objectives of the course; however, other objectives may exist. No order of importance is requested and all three objectives may be chosen from any one group:
(a)01 (b) 24 (c)03

GENERAL KNOWLEDGE - BREADTH

THE FAMILIARITY WITH AN UNDERSTANDING OF FACTS AND PRINCIPLES ACROSS SEVERAL BROAD FIELDS.

01 Broad general theory in the discipline
02 Social attitudes in terms of the relationship of the individual student to the discipline.
03 Cultural knowledge relating the discipline to the culture.

SPECIALIZED KNOWLEDGE – DEPTH

11 Acquisition of essential abstract theory for the discipline.
12 Mastering of facts and basic principles of the discipline.
13 Knowledge of vocabulary and meaning of terms related to the discipline.

SKILL DEVELOPMENT – APPLICATION

21 Knowledge skills – The ability to relate general or specialized knowledge relevant to a problem and to implement a solution; also, the ability to locate, retain and apply relevant knowledge.
22 Critical thinking and reasoning skills – The ability to formulate and analyze problems and to employ rational processes to achieve increased understanding (e.g., the recognition of biased points of view in a speech or a book; the recognition of cause-and-effect relationships).
23 Creative skills – The ability to design, produce or otherwise bring into existence original perspectives, explanations and implementations (e.g., the production of unique communication; the development of an effective plan or solution to a problem or the creation of works of art).
24 Communication skills – The ability or competence to read, write, speak and listen, the ability to convey information, attitudes and emotions and the ability to receive an interpret communications. In addition, these skills encompass non-oral, communications.
25 Motor skills – The ability or competence in tasks requiring physical dexterity and skill.
31 Physical health – The physical well being of students.
College: LA Southwest; Discipline: ESL and Civics; Course Number: 010 CE; Academic Year: 2006-2007

32 Mental health – The mental well being of students.
33 Change/Stability – Attitudes toward new and different ideas, relationships, products or methods. The desire to introduce, avoid or be associated with changes.
34 Self-Concept – The feeling and acceptance of oneself as having basic worth and value.

12. METHODS OF EVALUATION:
   Methods of evaluation may include, but are not limited to the following:
   - Tests
   - Daily practice
   - Quizzes
   - Skills demonstrations
   - Journals
   - Student satisfaction
   - Subjective measurement
   - COPES
   - Other (explain)

SECTION V: APPROVAL STATUS

APPROVAL STATUS:

- New Course
  - Board Approval Date: pending
  - Effective Semester: Fall 2006
- Addition of Existing District Course
  - College Approval Date: Effective Semester:
- Course Change*
  - College Approval Date: Effective Semester:
- Outline Update
  - College Approval Date: Effective Semester:

* Complete Course Change form. Course changes require college approval; in some cases districtwide approval is also required. See, Administrative Regulation E-65, section 3(b) for details.

Section VI: APPROVAL INFORMATION FOR NEW OR ADDED COURSES
(To be completed in consultation with Department Chair and the appropriate academic administrator)

ORIGINATOR: Marian Ruane

DEPARTMENT: Noncredit/Continuing Education

IF THIS IS A NEW COURSE, INDICATE HOW THE COLLEGE PLANS TO MEET THE EXPENSE OF THIS COURSE:

- By additional funds. Describe:

Page 9 of 12
By deleting courses from the college catalog and course database. List specific courses to be deleted:

☐ By deleting sections of existing courses: List courses and number of sections to be deleted:

First year: Second year: Third year:

☒ By rotating sections of existing courses. List courses and number of sections to be rotated, as well as the semesters in which they will be offered:

This courses will be rotated with the current Citizenship 010CE course

IMPACT -- Will this course directly impact other course offerings and/or associate degree or certificate programs on campus?

No

METHOD OF SUPPORT -- Indicate how the college plans to support the proposed course:

Additional staff needed:

Classroom type needed: Traditional

Equipment needed -- List new equipment needed and indicate funding source for any new equipment:

Traditional

Supplies needed: -- List supplies and indicate dollar value:

Traditional

Library/Learning Resources -- List Library and Learning Resources needed, including the cost and funding source for needed resources:

Traditional
according to section 55002(c) of title v,

a noncredit course is a course which, at minimum, is recommended by the college and/or district curriculum committee (the committee described and established under subdivision (a)(1) of section 55002) and approved by the district governing board as a course meeting the needs of enrolled students.

<table>
<thead>
<tr>
<th>CRITERIA AND STANDARDS</th>
<th>RATING CRITERION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standards of Approval:  The college and/or district curriculum committee shall recommend approval of the course if the course treats subject matter and uses resource materials, teaching methods, and standards of attendance and achievement that the committee deems appropriate for the enrolled students. In order to be eligible for state apportionment, such courses are limited to the categories of instruction listed in Education Code section 84711, and must be approved by the Chancellor's Office as noted in Title V, section 55150.</td>
<td>X</td>
</tr>
<tr>
<td>Course Outline of Record: The course is described in a course outline of record that shall be maintained in the official college files and made available to each instructor. The course outline of record shall specify the scope, objectives, contents, instructional methodology, and methods of evaluation for determining whether the stated objectives have been met.</td>
<td>X</td>
</tr>
<tr>
<td>Conduct of Course: All sections of the course are to be taught by a qualified instructor in accordance with the set of objectives and with other specifications defined in the course outline of record.</td>
<td>X</td>
</tr>
</tbody>
</table>
CERTIFICATION AND RECOMMENDATION

☒ This course meets Title 5 and Education Code requirements for Non-Credit Course.

We certify that the information and answers above properly represent this course.

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marian Ruane</td>
<td>04/17/2007</td>
</tr>
<tr>
<td>Originator</td>
<td></td>
</tr>
<tr>
<td>Linda Larson-Singer</td>
<td>04/17/2007</td>
</tr>
<tr>
<td>Articulation Officer</td>
<td></td>
</tr>
<tr>
<td>Linda Brady</td>
<td>04/17/2007</td>
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<tr>
<td>Librarian</td>
<td></td>
</tr>
<tr>
<td>Sharon Maselli</td>
<td>04/17/2007</td>
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<tr>
<td>Department/Cluster Chairperson</td>
<td></td>
</tr>
<tr>
<td>Dan Walden</td>
<td>04/17/2007</td>
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<tr>
<td>Dean (if applicable)</td>
<td></td>
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<tr>
<td>Linda Larson-Singer</td>
<td>04/17/2007</td>
</tr>
<tr>
<td>Curriculum Committee Chairperson</td>
<td></td>
</tr>
<tr>
<td>Reggie Morris</td>
<td>04/17/2007</td>
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<tr>
<td>Academic Senate President</td>
<td></td>
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<tr>
<td>Leige Henderson</td>
<td>04/17/2007</td>
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<tr>
<td>Vice President, Academic Affairs</td>
<td></td>
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<tr>
<td>Jack E. Daniels</td>
<td>04/17/2007</td>
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<tr>
<td>College President</td>
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</table>