

SAN DIEGO COMMUNITY COLLEGE DISTRICT
CONTINUING EDUCATION
COURSE OUTLINE

SECTION I

SUBJECT AREA AND COURSE NUMBER

HSEP 404

COURSE TITLE

HSEP FOR WRITING 1

TYPE COURSE

NON-FEE

BASIC SKILLS

CATALOG COURSE DESCRIPTION

This course introduces and reviews writing skills. The focus is on writing, spelling, grammar, communication, and critical thinking. Upon completion and demonstration of competence, students will be prepared for HSEP for Writing 2. (FT)

LECTURE/LABORATORY HOURS

90

ADVISORY

NONE

RECOMMENDED SKILL LEVEL

Grade level equivalent in reading of 4.0-7.9

INSTITUTIONAL STUDENT LEARNING OUTCOMES

1. Social Responsibility
SDCE students demonstrate interpersonal skills by learning and working cooperatively in a diverse environment.
2. Effective Communication
SDCE students demonstrate effective communication skills.

INSTITUTIONAL STUDENT LEARNING OUTCOMES (CONTINUED)

3. Critical Thinking
SDCE students critically process information, make decisions, and solve problems independently or cooperatively.
4. Personal and Professional Development
SDCE students pursue short term and life-long learning goals, mastering necessary skills and using resource management and self-advocacy skills to cope with changing situations in their lives.

COURSE GOALS

1. Learn basic sentence structure rules
2. Learn basic paragraph organization
3. Learn to use new vocabulary that will be useful in academic writing
4. Learn grammar and writing conventions for sentences, paragraphs and short essays
5. Gain competency to pass pre-HSE writing test materials

COURSE OBJECTIVES

1. Apply basic sentence structure rules
2. Apply basic paragraph organization
3. Use new vocabulary that will be useful in their academic writing
4. Apply grammar and writing conventions to sentences, paragraphs and short essays
5. Demonstrate competency on pre-HSE writing test materials

SECTION II

COURSE CONTENT AND SCOPE

1. Sentence Structure
 - 1.1. Simple subject and predicate
 - 1.2. Subject pronouns
 - 1.3. Identify nouns, pronouns, verbs, adjectives in sentences
 - 1.4. Basic subject-verb agreement
2. Vocabulary
 - 2.1. Word roots
 - 2.2. Variance of word choice
 - 2.3. Dictionary use
 - 2.4. Thesaurus use
3. Mechanics
 - 3.1. Basic spelling, grammar and writing conventions
 - 3.1.1. Paragraph
 - 3.1.2. Short essay

COURSE CONTENT AND SCOPE (CONTINUED)

- 3.2. Parts of speech
- 3.3. Proper use of pronouns
- 3.4. Rules of punctuation
- 3.5. Rules for capitalization
- 4. Organization
 - 4.1. Paragraph form
 - 4.2. Simple-paragraph essays

APPROPRIATE READINGS

Reading assignments may include, but are not limited to, assigned readings, textbooks, articles, and online resources regarding high school equivalencies. An example of an assignment is reading a short prompt and underlining important details that can be used in a short essay response.

WRITING ASSIGNMENTS

Writing assignments may include, but are not limited to, appropriate written practice, essays, responses to prompts, and note taking. An example of an assignment is responding to a prompt and including text evidence.

OUTSIDE ASSIGNMENTS

Outside assignments may include, but are not limited to, time studying classroom topics, practicing test items, and using supplemental materials such as web based sites as appropriate.

APPROPRIATE ASSIGNMENTS THAT DEMONSTRATE CRITICAL THINKING

Assignments which demonstrate critical thinking may include, but are not limited to, practicing critical thinking skills (analysis, synthesis, evaluation) to succeed on tests. An example of an appropriate assignment would be writing a short essay based on evidence from a text.

EVALUATION

- 1. Formative assessments
- 2. Student participation
- 3. Pre-HSE testing materials

Upon successful completion of the course a Certificate of Course Completion will be issued. Upon successful completion of all courses included in the program a Certificate of Program Completion will be issued.

METHOD OF INSTRUCTION

Lectures are supplemented with individualized instruction, class discussion, small group work and a variety of practice, including online materials, and field trips.

This course, or sections of the course, may be offered through distance education.

TEXTS AND SUPPLIES

Language Exercises for Adults, Steck-Vaughn, current version
Pre-GED Writing, Steck-Vaughn, current version
Contemporary's Pre-GED Writing, McGraw Hill, current version
Complete Pre-GED Preparation, Steck-Vaughn, current version

PREPARED BY Natalie Lindenberg

DATE _____

Instructors must meet all requirements stated in Policy 3100 (Student Rights, Responsibilities and Administrative Due Process), and the Attendance Policy set forth in the Continuing Education Catalog.

REFERENCES:

San Diego Community College District Policy 3100
California Community Colleges, Title 5, Section 55002
Continuing Education Catalog