



COLLEGE OF THE DESERT

Course Code: ABE-300

Course Outline of Record

1. Course Code: ABE-300
2. a. Long Course Title: Adult Basic Education
b. Short Course Title: ADULT BASIC EDUC
3. a. Catalog Course Description: This course is designed to provide basic skills instruction in reading, writing, math, and survival skills in everyday living. Students receive a Pass/No Pass grade mark.
b. Class Schedule Course Description: Students are enrolled and assigned different educational assignments to help them to improve their learning skills. Students receive a Pass/No Pass grade mark.
c. Semester Cycle (*if applicable*): N/A
4. Total Units: 0 Total Semester Hrs: 80
Lecture Units: 0 Semester Lecture Hrs: 0
Lab Units: 0 Semester Lab Hrs: 80
5. Prerequisite or Corequisite Courses or Advisories:
Course with requisite(s) and/or advisory is required to complete Content Review Matrix (CCForm1-A)
Prerequisite: None
Corequisite: None
Advisory: None
6. a. Textbooks, Required Reading or Software: (*Students are not required to use MLA or APA format.*)
Texts are assigned on individual basis determined by students' needs.

b. Textbook Reading Level:
College Level: Yes No
Flesch-Kincaid reading level:
7. Entrance Skills: *Before entering the course students must be able:*
a. None
8. Course Content and Scope:
a. Basic reading
b. Basic writing
c. Basic mathematics
d. Survival skills for everyday living
9. Course Objectives: *Upon completion of this course, students will be able to:*
a. Objectives are determined based on students' individual needs.
10. Methods of Instruction: (*Integration: Elements should validate parallel course outline elements*)
a. Independent study laboratory
11. Assignments: (*List samples of specific activities/assignments students are expected to complete both in and outside of class.*)
a. Assignments are made on an individual basis



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- 12. Methods of Evaluating Student Progress: *The student will demonstrate proficiency by:*
 - a. Tests
 - b. Completion of assignments

- 13. Need/Purpose/Rationale -- *All courses must meet one or more CCC missions.*

-AA/AS General Education Pattern Course: NA/

Local Meets IGETC Meets CSU G.E. Breadth (indicate proposed Area)

-Transfers: *if yes please list 3 similar courses/institutions* N/A

CSU No Yes

UC No Yes

Articulates: _____

(List institutions)

-Modifies or New Career Technical Program: N/A

-Others: Basic Skills/Noncredit Course

- 14. Special Materials and/or Equipment required of students:

- 15. Materials Fees:

Originator: C. D. Jackson

Date: 11/20/2008



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COURSE CHARACTERISTICS (Required of all courses)

16. New Course
 Substantial/Major Modifications - *Changes to:* Units; Hours; Content & Scope; Objectives;
Assignments; Methods of Evaluation; Prerequisites; Add Distance Education Mode
 Minor Modification - *Changes to:* Textbooks; Title; Course Periodic Review
 Course Reactivation

17. Provide reasons for the substantial modifications or new course: N/A

This course was recommended by (*Check all that apply:*)

- Advisory Committee (*attach minutes*)
Date of meeting:
 Survey of Students/Community (*attach results*)
 Survey of Employers (*attach results*)
 Articulation requirement of transfer institution: (*attach correspondence*)
Name of Transfer Institution:
 Accreditation/licensing requirements: (*attach*)
Name of Agency:

List revisions to requisites:

New: _____
Old: _____

18. Cross-Listed (*Enter Course Code*):
 Replacement Course (*Enter original Course Code*) DE-300

19. GRADING METHOD (*choose one:*)

- Letter Grade Only
 Pass/No Pass Only
 Pass/No Pass Optional (Student may choose **Letter** *or* **Pass/No Pass** grading option.)

20. MIS COURSE DATA ELEMENTS

- a. Course Control Number [CB00]: CCC000172788
b. T.O.P Code [CB03]: 4930.60
c. Credit Status [CB04]: Credit-Degree Applicable Credit-Not Degree Applicable Noncredit
d. Course Transfer Status [CB05]: Transfer to UC & CSU Transfer to CSU only Not transferable
e. Basic Skills Status [CB08]: Precollegiate Basic Skills Basic Skills Not Basic Skills
f. Vocational Status [CB09]: Apprenticeship Adv. Occupational Clearly Occupational
Possibly Occupational Non-Occupational
g. Course Classification [CB11]: (L) Not eligible for enhanced funding
h. Repeatability [CB12]: May be repeated 20 times (*other than for unsatisfactory grade*)
State reason why course may be repeated: Noncredit course
i. Special Class Status [CB13]: Course is not a special class.
j. Course CAN Code [CB14]: N/A
k. Course Prior to College Level [CB21]: N/A (*For English, writing, ESL, reading or mathematics courses only.*)
l. Course Noncredit Category [CB22]: (C) Elem & Secondary Basic Skills (*For noncredit courses only.*)
m. Funding Agency Category [CB23]: N/A
n. Program Status [CB24]: _____ Stand Alone
Name of Approved Program (*if program-applicable*): _____
(*Attach listings of Degree and/or Certificate Programs showing this course as a required or a restricted elective.*)



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COURSE FEASIBILITY (Required of all new and substantially modified courses)

ENROLLMENT

21. Estimate enrollment First Year: _____ Third Year: _____

RESOURCES

22. Faculty - Discipline and other qualifications:
Sufficient faculty resources. Yes No
If no, list number of FTE needed to offer this course.
23. Distance Education Modality Equipment: Yes No
24. Additional equipment and/or supplies needed and source of funding.
25. Additional construction or modification of existing classroom space needed. (*Explain:*)

FOR NEW OR SUBSTANTIALLY MODIFIED COURSES

26. Library and/or Learning Resources present in the collection are sufficient to meet the need of the students enrolled in the course. Yes No .
- I certify that the above is valid.

Signed: Faculty Initiator and/or Librarian _____