

ALTW 201: BASIC ENGLISH FOR STUDENTS WITH LEARNING DIFFERENCES

Foothill College Course Outline of Record

Heading	Value
Units:	2
Hours:	2 lecture per week (24 total per quarter)
Advisory:	Not open to students with credit in ALTW 105.
Degree & Credit Status:	Non-Degree-Applicable Credit Course Basic Skills
Foothill GE:	Non-GE
Transferable:	None
Grade Type:	Letter Grade (Request for Pass/No Pass)
Repeatability:	Not Repeatable

Student Learning Outcomes

- The student will be able to compose a grammatically correct business forms and correspondence, in a professional setting.
- The student will be able to perform and complete electronic communication in grammatically correct formats.
- The student will be able to demonstrate ability to use generic office applications to compose a short business related document with an introduction, supporting paragraph and conclusion.

Description

This basic English class emphasis is grammar, sentence and paragraph structure with practical applications related to business, public and/or non-profit settings.

Course Objectives

The student will be able to:

- Compose a grammatically correct business form and correspondence, for a business, public and/or non-profit setting.
- Perform and complete electronic communication in grammatically correct formats.
- Demonstrate ability to use generic office applications to compose a short narrative with an introduction, supporting paragraph and conclusion.

Course Content

- Sentence structure
 - Compose sentences with appropriate capitalization and punctuation
 - Proper usage of nouns, verbs and adjectives
- Develop business formats
 - Compose generic memos, email, faxes and correspondence
- Demonstrate practical electronic applications in a business, public and non-profit setting

Lab Content

Not applicable.

Special Facilities and/or Equipment

Accessible classroom.

Method(s) of Evaluation

- Active class participation
- Quizzes and examinations
- Writing assignments and projects
- Cooperative learning assignments
- Teamwork projects

Method(s) of Instruction

- Lecture
- Discussion
- Cooperative learning exercises
- Oral presentations
- Demonstration

Representative Text(s) and Other Materials

Thurman, Susan. *The Everything Grammar and Style* 2nd ed. Adams Media, 2008. ISBN 1-59869-452-9

Although this text is older than the suggested "5 years or newer" standard, it remains a seminal text in this area of study.

Types and/or Examples of Required Reading, Writing, and Outside of Class Assignments

A. Reading Assignments:

- Reading from textbook; e.g., Understanding ambiguity: "The purpose of writing is to communicate your ideas to another person. Avoid Ambiguity. Ambiguous writing could have more than one meaning, thus making writing vague, unclear, fuzzy or obscure."

B. Writing Assignments:

- Compose business letters, professional correspondence, memos and emails. Proofread each sentence in the paragraph, looking for weak beginnings, correct grammar usage, sentence structure and vocabulary.

C. Practical Application:

- Compose generic business correspondence, email, faxes and memos.

D. Journals Regarding Business Plans

Discipline(s)

Developmental Disabilities: Disabled Students Programs and Services