

Basic Skills 23 – Language Literacy Lab —Spring 2014

Course Information and Requirements

Instructor: Tere English
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Phone: (818) 364-7893

Classroom: LRC 218 and
Computer Commons

Course Description and Objectives: This non-credit lab class provides basic reading and writing instruction and practice in an individualized-instruction laboratory. Students meet in flexible groups or individually with the instructor or a tutor and work on a flowchart of assignments at their assessed levels. Computerized programs may be used for practice and instruction.

Student Learning Outcomes: Upon successful completion of this course, a student will be able to

1. apply strategies for learning and using new vocabulary
2. analyze paragraphs and longer passages to identify main ideas, major and minor supporting details and patterns of organization
3. employ standard rules of grammar, capitalization, and punctuation when writing sentences and paragraphs.

I. Materials: Required: A dictionary, notebook or paper, pen/pencil
Vocabulary notebook or flash cards
(Textbooks and computer programs for reading and writing are provided.)

II. Homework Assignments: Reading and homework as assigned
Independent reading every night

III. Attendance and Classroom Behavior: Attendance is critical to your success. You may be dropped after three unexcused absences; it is your responsibility to **call me before class starts** if you cannot attend class. *Please avoid arriving late, leaving early, walking outside during class, chatting with classmates or using cell phones or other electronic devices during class. These are unacceptable behaviors that distract others. Please **turn off** all electronic devices upon entering the room.*

IV. Progress Evaluation

- A. This is a non-credit course, so no final grade will be given.
- B. A pre- and post-assessment will be given.
- C. Completion of the reading portion of the course is determined by a score of 6.0 on the post exam and/or other measures of reading proficiency.
- D. Completion of the writing portion of the course is determined by an evaluation of a writing portfolio of work as judged by the team of instructors.

If you are a student with a disability and require classroom accommodations, please see me to discuss arrangements. The sooner I am aware that you are eligible for accommodations, the more quickly I will be able to provide them. If you have not done so already, you may also wish to contact the Disabled Students Programs & Services Office in Instructional Building 1018. Phone (818) 364-7732/TTD (818)364-7861 and bring a letter stating the accommodations that are needed. This document can be made available in alternate format upon request from DSPS at (818) 364-7732.