

ESL159 : Editing and Proofreading

General Information

Author:	<ul style="list-style-type: none">Elis Lee
Attachments:	DE Addendum_C ESL_159 COR_9:1:2019 CoDE_4:23:2024.pdf
Course Code (CB01) :	ESL159
Course Title (CB02) :	Editing and Proofreading
Department:	ESL
Proposal Start:	Spring 2026
TOP Code (CB03) :	(4930.84) English as a Second Language–Writing
CIP Code:	(16.1701) English as a Second Language.
SAM Code (CB09) :	Non-Occupational
Distance Education Approved:	No
Will this course be taught asynchronously?:	Yes
Course Control Number (CB00) :	CCC000646890
Curriculum Committee Approval Date:	02/26/2025
Board of Trustees Approval Date:	04/22/2025
Last Cyclical Review Date:	02/26/2025
Course Description and Course Note:	ESL 159 provides students with practice in editing and proofreading thesis-based essays and other academic writing, in addition to techniques to improve their syntax and grammar. Students learn increasingly complex mechanical (punctuation) and grammatical structures.
Justification:	Mandatory Revision
Academic Career:	<ul style="list-style-type: none">Credit
Mode of Delivery:	<ul style="list-style-type: none">In-PersonRemoteHybridProctored OnlineOnline
Author:	No value
Course Family:	No value

Academic Senate Discipline

Primary Discipline:	<ul style="list-style-type: none">ESL
Alternate Discipline:	No value
Alternate Discipline:	No value

Course Development

Basic Skill Status (CB08)

Course is not a basic skills course.

Allow Students to Gain Credit by Exam/Challenge

Course Special Class Status (CB13)

Course is not a special class.

Pre-Collegiate Level (CB21)

One level below transfer.

Grading Basis

- Grade with Pass / No-Pass Option

Course Support Course Status (CB26)

Course is not a support course

General Education and C-ID

General Education Status (CB25)

Not Applicable

Transferability

Not transferable

Transferability Status

Not transferable

Units and Hours

Summary

Minimum Credit Units (CB07)	1
Maximum Credit Units (CB06)	1
Total Course In-Class (Contact) Hours	18
Total Course Out-of-Class Hours	36
Total Student Learning Hours	54

Credit / Non-Credit Options

Course Type (CB04)

Credit - Degree Applicable

Noncredit Course Category (CB22)

Credit Course.

Noncredit Special Characteristics

No Value

Course Classification Code (CB11)

Credit Course.

Variable Credit Course

Funding Agency Category (CB23)

Not Applicable.

Cooperative Work Experience Education

Status (CB10)

Weekly Student Hours

	In Class	Out of Class
Lecture Hours	1	2
Laboratory Hours	0	0
Studio Hours	0	0

Course Student Hours

Course Duration (Weeks)	18
Hours per unit divisor	0
Course In-Class (Contact) Hours	
Lecture	18

Laboratory	0
Studio	0
Total	18

Course Out-of-Class Hours

Lecture	36
Laboratory	0
Studio	0
Total	36

Time Commitment Notes for Students

No value

Units and Hours - Weekly Specialty Hours

Activity Name	Type	In Class	Out of Class
No Value	No Value	No Value	No Value

Prerequisites, Corequisites, Recommended Corequisites, and Recommended Preparation

Prerequisite

Placement is based on ESL Self-Placement Survey.

OR

Prerequisite

ESL141 - Grammar And Writing IV

Objectives

- Compose a 400 to 450-word thesis-based essay which: (a) summarizes and cites appropriately a reading passage provided as a prompt, (b) includes a clear thesis statement, (c) uses evidence to support the thesis, (d) shows clear organization into an introduction, body, and conclusion, and (e) uses appropriate rhetorical modes such as comparison/contrast, cause/effect, and persuasion in order to support a thesis.

AND

Advisory

ESL151 - Reading And Composition V

Recommended Corequisite

Entry Standards

Entry Standards	Description
No value	No value

Course Limitations	
Cross Listed or Equivalent Course	Description
No value	No value

Specifications	
Methods of Instruction	
Methods of Instruction	Lecture
Methods of Instruction	Discussion
Methods of Instruction	Multimedia
Methods of Instruction	Collaborative Learning
Methods of Instruction	Demonstrations
Out of Class Assignments	
<ul style="list-style-type: none"> • Supplementary grammar practice out of class • Supplementary editing practice out of class 	
Methods of Evaluation	
Presentation (group or individual)	Presentation on specific grammatical points to be learned
Presentation (group or individual)	Presentation on specific mechanical (punctuation) points to be learned
Activity (answering journal prompt, group activity)	Pair and group work

Textbook Rationale

No Value

Textbooks

Author	Title	Publisher	Date	ISBN
Bunting, John D.	Grammar and Beyond 4	Cambridge	2022	978-1009212915

Other Instructional Materials (i.e. OER, handouts)

Description	Writing for Success 2023 is digital textbook that focuses on basic sentence structure, punctuation, word selection and specific assistance for second language learners.
Author	Jamie Campbell Martin
Citation	Licensed under a Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International License.
Online Resource(s)	https://www.jcmexplains.com/writing-for-success-2023/textbook.html (https://www.jcmexplains.com/writing-for-success-2023/textbook.html)

Description	1,2,3 Write! is a digital textbooks that offers practice in parts of speech, word choice, sentence structure, and punctuation.
Author	Gay Monteverde
Citation	Licensed under CC BY-NC-SA 4.0, except where otherwise noted. It was adapted from Writing for Success, which in turn was adapted from a work produced and distributed under a Creative Commons license (CC BY-NC-SA) in 2011 by a publisher who has requested that they and the original author not receive attribution.
Online Resource(s)	https://pressbooks.nsc.ca/123write/front-matter/attribution-oer-revision-statement/ (https://pressbooks.nsc.ca/123write/front-matter/attribution-oer-revision-statement/)

Description	Boundless Writing has sections on the parts of speech, punctuation and effective sentences (at the college level) that the professor can use to target specific student errors.
Author	QuillBot
Citation	Licensed by third parties under a Creative Commons license.
Online Resource(s)	https://quillbot.com/courses/introduction-to-college-level-writing/ (https://quillbot.com/courses/introduction-to-college-level-writing/)

Learning Outcomes

Course Objectives

Edit for grammatical errors in the use of subject and verb agreement, verb tense and aspect, modals, gerunds and infinitives, articles, prepositions, and transitions.

Edit for punctuation errors in the use of fragments, comma splices, run-ons; commas, semicolons, and quotations marks.

SLOs

Proofread and edit punctuation at an advanced level.

Expected Outcome Performance: 70.0

ILOs Communicate clearly, ethically, and creatively; listen actively and engage respectfully with others; consider situational, cultural, and personal contexts within or across multiple modes of communication.
Core ILOs

Demonstrate depth of knowledge in a course, discipline, or vocation by applying practical knowledge, skills, abilities, theories, or methodologies to solve unique problems.

ESL Demonstrate an understanding of cultural norms appropriate to diverse social, cultural, and academic environments in the United States.
Core

PLOs Demonstrate an understanding of principles of information competency, critical thinking, and academic inquiry.

Demonstrate improved use of appropriate grammatical structures and improved comprehension of various grammatical forms in an academic English environment.

Proofread and edit grammatical structures at an advanced level.

Expected Outcome Performance: 70.0

Additional SLO Information

Does this proposal include revisions that might improve student attainment of course learning outcomes?

No

Is this proposal submitted in response to learning outcomes assessment data?

No

If yes was selected in either of the above questions for learning outcomes, explain and attach evidence of discussions about learning outcomes.

No Value

SLO Evidence

No Value

Course Content

Lecture Content

Editing and proofreading of contextualized errors in (18 hours)

- Verb tense use
- Gerund and infinitive use
- Subject and verb agreement
- Article use
- Modal use
- Preposition use
- Transition use
- Run-on sentences
- Fragments

- Commas splices
- Commas and semicolon use
- Quotation mark use

Total hours: 18

Additional Information

Repeatability

Not Repeatable

Justification (if repeatable was chosen above)

No Value

Is it possible this course will have a material fee?

No

I have contacted my library liaison (<https://campusguides.glendale.edu/faculty/liasons>):

No Value

What term(s) will this course be offered?

Fall/Spring

Will any additional resources be needed for this course? (Click all that apply)

- No

If additional resources are needed, add a brief description and cost in the box provided.

No Value

Resources

Did you contact your departmental library liaison?

Yes

If yes, who is your departmental library liaison?

Aisha Conner-Gaten (Business, ESL-Credit)

Did you contact the DEIA liaison?

Yes

Were there any DEIA changes made to this outline?

No

If yes, in what areas were these changes made:

No Value

Will any additional resources be needed for this course? (Click all that apply)

- No

If additional resources are needed, add a brief description and cost in the box provided.

No Value