

**Eastern WV Community & Technical College
Master Course Record**

Course Prefix and Number: EDF 180
Course Title: Written Communication for Paraprofessionals
Recommended Transcript Title: Written Communication for Paraprofessionals
Date Approved/Revised:
Credit Hours: 3 Contact hours per week (Based on 15 week term): Lecture: 3 Lab:
Prerequisite: Corequisite: Pre/Corequisite:
Grading Mode: Letter Grade
Catalog Description: This course is designed to enhance written communication skills required in the school environment and to improve students' basic writing skills. It is designed to meet the writing requirements for the West Virginia Department of Education, Paraprofessional Certificate.
Course Outcomes: <ol style="list-style-type: none"> 1. Demonstrate proper formation of manuscript and cursive letters 2. Apply steps in the writing process 3. Understand the correlation of reading, writing and spelling 4. Model the use of graphic organizers in writing 5. Use basic grammar rules in writing 6. Use basic capitalization and punctuation in writing 7. Demonstrate the use of the Compass writing computer programs 8. Demonstrate basic word processing skills 9. Understand the importance of journaling in student writing 10. Practice different types of writing 11. Discuss the use of writing across the curriculum 12. Demonstrate correct letter writing skills 13. Use different parts of speech to write effective, descriptive sentences and paragraphs
Implementation Cycle: Summer
Role in College Curriculum: (Check all that apply) <input type="checkbox"/> General Education (Specify program) <input checked="" type="checkbox"/> Technical Core A.A.S. Individualized Career Studies: Paraprofessionals in Education <input type="checkbox"/> Restricted Elective (Specify program) <input type="checkbox"/> General Elective
Course Fee: None
Instructor's Qualifications: Masters Degree with a minimum of 18 credit hours in education, reading and/or communication
Expanded Course Description:

Lectures, class participation and class discussion as well as methods which demonstrate students' writing such as reflective journals, letters, writing activities related to children's literature and class presentations will be the main instructional procedures for this course.

Prepared by:

Name, Title

Date

Approved Per LOT Minutes

Dean, Academic and Student Services

Date