

**ADLTED 512 Course Outline as of Fall 2022****CATALOG INFORMATION**

Dept and Nbr: ADLTED 512 Title: AC SKLS/GED PREP 2/WRIT

Full Title: Basic Academic Skills and GED Preparation - Writing 2

Last Reviewed: 12/12/2016

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	0	Lecture Scheduled	0	6	Lecture Scheduled	0
Minimum	0	Lab Scheduled	3.00	3	Lab Scheduled	18.00
		Contact DHR	0		Contact DHR	0
		Contact Total	3.00		Contact Total	18.00
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 0.00

Total Student Learning Hours: 18.00

Title 5 Category: Non-Credit

Grading: Non-Credit Course

Repeatability: 27 - Exempt From Repeat Provisions

Also Listed As:

Formerly: CSKLS 512

**Catalog Description:**

Instruction and individualized learning plans are provided for preparation for the GED and other High School Equivalency (HSE) tests. Course also provides academic skill development in preparation English placement tests; English Pathway classes; Career Technical Education (CTE) classes; and Basic Academic Skills Certificate of Completion. Second level course covers, sentence and paragraph skills at an intermediate level, punctuation and editing for grammar errors, basic principles of organization for written communication, and computer skills, as determined through initial assessment.

**Prerequisites/Corequisites:****Recommended Preparation:**

Course Completion of ADLTED 511 ( or CSKLS 511)

**Limits on Enrollment:****Schedule of Classes Information:**

Description: Instruction and individualized learning plans are provided for preparation for the GED and other High School Equivalency (HSE) tests. Course also provides academic skill

development in preparation English placement tests; English Pathway classes; Career Technical Education (CTE) classes; and Basic Academic Skills Certificate of Completion. Second level course covers, sentence and paragraph skills at an intermediate level, punctuation and editing for grammar errors, basic principles of organization for written communication, and computer skills, as determined through initial assessment. (Non-Credit Course)

Prerequisites/Corequisites:

Recommended: Course Completion of ADLTED 511 ( or CSKLS 511)

Limits on Enrollment:

Transfer Credit:

Repeatability: Exempt From Repeat Provisions

## **ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:**

<b>AS Degree:</b>	<b>Area</b>	<b>Effective:</b>	<b>Inactive:</b>
<b>CSU GE:</b>	<b>Transfer Area</b>	<b>Effective:</b>	<b>Inactive:</b>
<b>IGETC:</b>	<b>Transfer Area</b>	<b>Effective:</b>	<b>Inactive:</b>
<b>CSU Transfer:</b>	<b>Effective:</b>	<b>Inactive:</b>	
<b>UC Transfer:</b>	<b>Effective:</b>	<b>Inactive:</b>	

**CID:**

**Certificate/Major Applicable:**

Certificate Applicable Course

## **COURSE CONTENT**

**Student Learning Outcomes:**

At the conclusion of this course, the student should be able to:

1. Demonstrate comprehension of basic academic, workplace writing through discussion and/or brief written response
2. Use correct basic spelling, capitalization, and punctuation in multi-paragraph compositions for basic academic and workplace purposes
3. Use a computer for basic word-processing, academic software, GED/High School Equivalency (HSE) testing sites, and college enrollment

**Objectives:**

Upon completion of this course, students will be able to:

1. Writing Skills
  - a. Respond to selected intermediate-level readings in complete sentences and writing of at least three paragraphs
  - b. Write complete and correct simple sentences
  - c. Apply basic spelling and capitalization rules to class assignments and work-related writing
2. Basic Technology
  - a. Use a word-processing program for short writing assignments
  - b. Navigate between computer learning programs
  - c. Access and use college and GED testing systems for enrollment and other services

**Topics and Scope:**

Content, topics, and scope will vary, depending on student skill level:

1. Writing with a Purpose
  - a. Developing an idea, opinion, or interpretation concerning short atircles and pieces of fiction or poetry
  - b. Using precise vocabulary
  - c. Strategies for approaching basic types of writing such as workplace-related instructions, notes, emails
  - d. Some patterns of organization e.g. Compare/Contrast, Process, and Argument
2. Writing Summaries and Reponses
3. Conventions of Writing
  - a. Spelling and capitalization rules
  - b. Simple sentences vs. fragments
  - c. Proofreading for errors
4. Basic Technology
  - a. Basic computer use and navigation among assigned software programs
  - b. Basic word-processing and keyboarding
  - c. Student portals for enrollment and other services
  - d. GED and other HSE test websites

### Assignment:

According to assessment and individualized learning plans, students will be assigned a variety of assignments appropriate to their writing levels:

1. Keep a reading and writing journal
2. Reading from assigned texts, magazines, newspapers, software applications, and job-related material at an intermediate level
3. Written exercises in textbooks, worksheets, and educational software applications
4. Textbook, worksheets, and computer assignments on spelling, capitalization, and complete sentences
5. Written summaries and responses to reading assignments and specific topics
6. Exercises in computer use, keyboarding, and basic word-processing
7. Computer quizzes and assessment tests for academic skills

### Methods of Evaluation/Basis of Grade:

**Writing:** Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

Reading summaries and responses; reading and writing journals; written assignments

Writing  
60 - 70%

**Problem Solving:** Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

None

Problem solving  
0 - 0%

**Skill Demonstrations:** All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

None

Skill Demonstrations  
0 - 0%

**Exams:** All forms of formal testing, other than skill performance exams.

Quizzes and assessments using multiple choice, true/false, short answer

Exams  
10 - 20%

**Other:** Includes any assessment tools that do not logically fit into the above categories.

Computer assignments

Other Category  
10 - 20%

**Representative Textbooks and Materials:**

Writing for the GED Test (1-4). New Readers Press. 2016

Kaplan GED Test 2015: Strategies, Practice, and Review. Van Slyke, Caren. Kaplan, Inc. 2015

Instructor-prepared materials.