CSKLS 732 Course Outline as of Spring 2020

CATALOG INFORMATION

Dept and Nbr: CSKLS 732 Title: AC SKILLS/GED PREP II
Full Title: Basic Academic Skills and GED Preparation II
Last Reviewed: 10/24/2022

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	0	Lecture Scheduled	0	17.5	Lecture Scheduled	0
Minimum	0	Lab Scheduled	0	6	Lab Scheduled	0
		Contact DHR	20.00		Contact DHR	350.00
		Contact Total	20.00		Contact Total	350.00
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 0.00 Total Student Learning Hours: 350.00

Title 5 Category:	Non-Credit
Grading:	Non-Credit Course
Repeatability:	27 - Exempt From Repeat Provisions
Also Listed As:	
Formerly:	

Catalog Description:
Instruction and individualized learning plans are provided for second level of preparation for the GED and other High School Equivalency tests. Course also provides academic skills development in preparation for credit Math and English Pathway classes; Career Technical Education (CTE) classes; and Basic Academic Skills Certificate of Completion. Course covers pre-algebra math; reading skills applied to science, social studies, and other nonfiction selections; paragraph writing in response to reading selections; and basic word processing skills.

Prerequisites/Corequisites:

Recommended Preparation:
Concurrent Enrollment in CSKLS 731

Limits on Enrollment:

Schedule of Classes Information:
Description: Instruction and individualized learning plans are provided for second level of preparation for the GED and other High School Equivalency tests. Course also provides academic skills development in preparation for credit Math and English Pathway classes; Career

Technical Education (CTE) classes; and Basic Academic Skills Certificate of Completion. Course covers pre-algebra math; reading skills applied to science, social studies, and other nonfiction selections; paragraph writing in response to reading selections; and basic word processing skills. (Non-Credit Course)
Prerequisites/Corequisites:
Recommended: Concurrent Enrollment in CSKLS 731
Limits on Enrollment:
Transfer Credit:
Repeatability: Exempt From Repeat Provisions

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

AS Degree:	**Area**	Effective:	Inactive:
CSU GE:	**Transfer Area**	Effective:	Inactive:
IGETC:	**Transfer Area**	Effective:	Inactive:

CSU Transfer:	Effective:	Inactive:
UC Transfer:	Effective:	Inactive:

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. Solve pre-algebra-level math problems in academic, workplace, and personal settings.
2. Interpret visual information such as basic tables, graphs, and maps.
3. At the level appropriate for this course, comprehend and analyze the main points of nonfiction selections.
4. At the level appropriate to this course, create graphic organizers to represent ideas in various kinds of texts and use those representations to organize and compose a 1-2- paragraph response.
5. Use the computer for word-processing reading responses and for accessing information from the Internet and software sources.
6. Apply basic strategies for interpreting GED-type questions in math, science, social studies, and language arts.

Objectives:
Upon completion of this course, students will be able to:
1. Math
   a. Solve 1-2 step nummerical and word problems involving addition, subtraction, multiplication, and division of whole numbers, decimals, fractions, and percents.
   b. Apply place value concepts when rounding, estimating, and calculating whole numbers and decimals.
   c. Calculate unit pricing, ratio, and proportion.
   d. Calculate mean, median, and mode.
   e. Apply order of operations to whole number, fraction, and decimal. number sentences.

f. Calculate conversions between fractions, decimals, and percents.
g. Calculate conversions using U.S. Customary and metric units of measurement.

2. Reading
a. Interpret a variety of short fiction and nonfiction and academic subject reading materials.
b. Determine meaning of unfamiliar words through context and dictionary use.
c. Identify the main idea and supporting details in articles and essays.
d. Interpret basic charts and graphs.
e. Analyze format and identify strategies to GED-type of questions on reading selections.

3. Writing
a. Use a graphic organizer to represent ideas before writing.
b. At the appropriate level, use correct sentence structure and punctuation for writing assignments.
c. Write paragraph-length responses to selected readings in science, social studies, and literature.

4. Basic Technology
a. Identify and use main browsers and search tools to obtain information on a topic.
b. Use the basic features of a word-processing program.

Topics and Scope:

Topics covered will vary according to each student's assessed needs.

1. Math
a. Basic operations (addition, subtraction, multiplication, division) of decimals and fractions
b. Part-to-whole relationships: fractions, ratio, and proportions
c. Place value, rounding, and estimation of whole numbers and decimals
d. Problem-solving applications using whole numbers, fractions, decimals, and percents
e. Conversions between decimals, fractions, and percents
f. Order of operations
g. The metric system and U.S. Customary units of measurement, and basic conversion of units within systems

2. Reading
a. Main idea and supporting details
b. Summarizing and paraphrasing
c. Implied meanings and inference
d. Using context clues to build vocabulary
e. Strategies for reading academic material
f. Basic charts, graphs, and tables relating to science and social studies

3. Writing
a. Punctuation, including commas, semicolons, apostrophes, and quotations
b. Descriptive, narrative, persuasive, and informative paragraph writing
c. Basic parts of speech, including subjects, verbs, adjectives, pronouns, and conjunctions
d. Writing process steps and techniques, including grapic organizers, drafting, revising, and editing
e. Format and structure for directions, notes, letters

4. Basic Technology
a. College and career-related websites
b. Word-processing basics

Assignment:

1. Reading assignments and questions from GED preparation textbooks, magazines, newspapers, and online material.

2. Reading, writing, and math skills assessment tests related to academic programs
3. In-class paragraph writing in response to reading or on assigned topics
4. Math exercises from GED textbook, handouts, or online GED preparation software
5. Online writing execises and practice tests related to GED, placement tests, and other tests

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.

Writing assignments in response to reading or prompt	Writing 20 - 30%

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

Math problems	Problem solving 20 - 30%

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.

Computerized assessments and tests; GED practice tests: Multiple choice, true/false, short answer	Exams 30 - 50%

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

Online GED and other learning software assignments	Other Category 10 - 20%

Representative Textbooks and Materials:
Steck-Vaughn GED Test Preparation, Student Edition, Science 2014. Steck-Vaughn, New York. 2013
Steck-Vaughn GED Test Preparation, Student Edition, Social Studies 2014. Steck-Vaughn, New York. 2013
Writing for the GED Test. New Readers Press. New York. 2014
Essential Reading Skills. Omie Drawhorn and Teresa Perrin. Essential Education, Corvallis, Oregon. 2013
Kaplan GED Test 2015: Strategies, Practice, and Review. Caren Van Slyke. Kaplan, Inc.New York. 2015
Instructor-prepared materials.