

CATALOG INFORMATION

Dept and Nbr: CSKLS 733 Title: AC SKILLS/GED PREP III
Full Title: Basic Academic Skills and GED Preparation III
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 final 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; and Career Technical Education (CTE) classes. Course covers beginning algebra and geometry; advanced reading skills applied to science, social studies, and nonfiction selections; short essay and extended-response writing analyzing original source readings; word processing skills appropriate for GED online tests. Successful completion of course leads to GED-level academic skills and Certificate of Completion in Basic Academic Skills.

Prerequisites/Corequisites:

Recommended Preparation:
CSKLS 732

Limits on Enrollment:

Schedule of Classes Information:
Description: Instruction and individualized learning plans are provided for final 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; and Career Technical Education (CTE) classes. Course covers beginning algebra and geometry; advanced reading skills applied to science, social studies, and nonfiction selections; short essay and extended-response writing analyzing original source readings; word processing skills appropriate for GED online tests. Successful completion of course leads to GED-level academic skills and Certificate of Completion in Basic Academic Skills. (Non-Credit Course)

Prerequisites/Corequisites:

Recommended: CSKLS 732

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 multi-step math problems, including word problems and beginning geometry and algebra.
2. At the level appropriate to this course, analyze, discuss, and thoughtfully respond to original source material, literature passages, nonfiction articles, textbooks and informational websites,
3. At the level appropriate to this course, write a coherent 1-3 paragraph that addresses a reading selection and a related prompt.
4. Use the computer to access information, complete specific tasks, and word-process writing.
5. Apply test-taking strategies to academic tests such as the GED and academic placement tests.

Objectives:

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

1. Math
 - a. Use appropriate formulas to calculate and solve multi-step word problems involving perimeter, area, and volume of common geometric shapes.
 - b. Solve beginning algebra problems, including simple equations with variables and signed numbers.
 - c. Interpret charts, maps, graphs, tables, and other graphic representations of data.
2. Reading

- a. State main idea, supporting details, and author's intent in selected readings across the curriculum (e.g., social studies, science, literature);
- b. Use context clues, dictionary skills, and knowledge of common word elements to determine the meanings of unfamiliar words.
- c. Identify and interpret figurative language.
- d. Locate information through the Internet, SRJC webpages, and educational websites.
- e. Distinguish fact from opinion, fiction from non-fiction.
3. Writing
 - a. Write an organized response to a given text, using evidence to support the main point.
 - b. Logically organize ideas within paragraphs.
 - c. Proofread for and correct most punctuation, spelling, and grammatical errors.
 - d. Use vocabulary appropriate for pre-college-level writing assignments.
4. Basic Technology
 - a. Use online resources to locate information.
 - b. Use the computer for word-processing and GED (or equivalent) test.
 - c. Use educational and other websites.
5. Test-taking Skills
 - a. Manage time and apply prewriting strategies for on-demand writing tests.
 - b. Conduct error-analysis on practice tests in preparation for actual tests.
 - c. Apply techniques for psychological preparation for testing situations.

Topics and Scope:

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

1. Math
 - a. Word problem strategies
 - b. Multi-step word problems with fractions, decimals, percents
 - c. Formulas for perimeters, area, and volume of a variety of regular geometric shapes
 - d. Simple algebraic equations involving signed numbers, exponential powers, square root, and line graphs
 - e. Scientific notation with polynomials
 - f. Interpreting graphs, charts, and tables
2. Reading
 - a. Identifying and describing author's purpose.
 - b. Identifying the main idea, thesis, details, and evidence
 - c. Characteristics of effective arguments (organization, rhetoric, evidence)
 - d. Interpreting visual information (political cartoons, maps, graphs)
 - e. Using graphic organizers to represent ideas in a passage
 - f. Using context clues, dictionary, and word elements to determine meaning of unfamiliar words
3. Writing
 - a. Using appropriate vocabulary for academic writing
 - b. Using graphic organizers to organize ideas
 - c. Paragraph structure of basic essay and extended response: introduction, explanation, conclusion
 - d. Using appropriate vocabulary (avoiding slang and repetition)
 - e. Proofreading for correct punctuation and capitalization
 - f. Subject-verb agreement
 - g. Pronoun agreement
4. Basic Technology
 - a. Educational websites, including SRJC Library, GED (General Educational Development) Testing Service, other High School Equivalency (HSE) website, and learning support sites

- b. Basic word-processing
- c. Basic use of search engines
- 5. Test-taking Skills
 - a. Techniques for on-demand writing tests
 - b. Techniques for psychological preparation for tests
 - c. Time management in the testing situation

Assignment:

1. Reading from GED textbook, magazines, newspapers, online sources.
2. Written exercises, including comprehension, analytical, and inferential questions related to reading.
3. Assessments, quizzes, and practice tests related to the GED, placement tests, or other academic skills tests.
4. Graphic organizers and extended written responses to reading selections and specific writing prompts.
5. Math problem solving from textbooks and computer programs.
6. Computer assignments, including basic internet search, navigation of educational websites, and word-processing.

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.

Extended responses

Writing
20 - 30%

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

Graphic organizers; computation and word problems; written exercises

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.

Assessments, quizzes, practice tests: multiple choice, completion, essay

Exams
30 - 50%

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

Computer assignments, word processing

Other Category
10 - 20%

Representative Textbooks and Materials:

Mathematical Reasoning. Paxen Learning Corp. Houghton Mifflin Harcourt. 2013

Writing for the GED Test. New Readers Press. New York. 2014

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

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

Instructor-prepared materials.