

**CSKLS 732 Course Outline as of Fall 2021****CATALOG INFORMATION**

Dept and Nbr: CSKLS 732 Title: AC SKILLS/GED PREP II

Full Title: Basic Academic Skills and GED Preparation II

Last Reviewed: 10/26/2020

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 General Educational Development (GED) and other High School Equivalency (HSE) tests. Course also provides academic skills development in preparation for credit Math and English classes; Career Technical Education (CTE) classes; and Basic Academic Skills Certificate of Completion. Course covers at least two of the following: 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 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 General Educational Development (GED) and other High School

Equivalency (HSE) tests. Course also provides academic skills development in preparation for credit Math and English classes; Career Technical Education (CTE) classes; and Basic Academic Skills Certificate of Completion. Course covers at least two of the following: 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 Concurrent Enrollment in CSKLS 731

Limits on Enrollment:

Transfer Credit:

Repeatability: Exempt From Repeat Provisions

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

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

**CID:**

**Certificate/Major Applicable:**

Certificate Applicable Course

## **COURSE CONTENT**

**Student Learning Outcomes:**

Upon completion of the course, students will 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:**

Students will be able to:

1. Math
  - A. Solve 1-2 step numerical 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.
  - 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 web 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.

#### **I. 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

#### **II. 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

#### **III. 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 graphic organizers, drafting, revising, and editing
- E. Format and structure for directions, notes, letters

#### **IV. Basic Technology**

- A. College and career-related websites
- B. Basic word-processing
- C. GED and other HSE test websites

### **Assignment:**

1. Reading from GED textbooks, magazines, newspapers, and online sources
2. Written exercises, including comprehension, analytical, and inferential questions related to reading
3. Assessments, quizzes, and practice tests related to the GED or other academic skills tests
4. Math problem solving from textbooks and computer programs
5. Computer assignments, including basic internet search and navigation of educational websites

**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 exercises

Writing  
0 - 70%

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

Math problem solving exercises

Problem solving  
0 - 70%

**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

Exams  
30 - 50%

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

Computer assignments

Other Category  
0 - 20%

**Representative Textbooks and Materials:**

GED Test Prep 2019: 2 Practice Tests and Proven Strategies. Van Slyke, Caren. Kaplan, Inc. 2019

Instructor-prepared materials.