CSKLS 731 Course Outline as of Fall 2021

CATALOG INFORMATION

Dept and Nbr: CSKLS 731 Title: AC SKILLS/GED PREP I
Full Title: Basic Academic Skills and GED Preparation I
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 preparation for the 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. This course covers math computation, reading comprehension, sentence and paragraph skills, and basic computer skills, as determined through initial assessment.

Prerequisites/Corequisites:

Recommended Preparation:

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 skills development in preparation for credit Math and English classes; Career Technical Education

(CTE) classes; and Basic Academic Skills Certificate of Completion. This course covers math computation, reading comprehension, sentence and paragraph skills, and basic computer skills, as determined through initial assessment. (Non-Credit Course)
Prerequisites/Corequisites:
Recommended:
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 a variety of math problems involving whole numbers and decimals.
2. Demonstrate comprehension of basic academic, workplace, and recreational reading through discussion and/or brief written response.
3. Use correct basic spelling, capitalization, and punctuation in simple sentences for basic academic and workplace writing.
4. Use a computer for basic word-processing, academic software, GED/HSE testing sites, and college enrollment.

Objectives:
Students will be able to:
1. Math
   A. Add, subtract, multiply, and divide whole numbers and decimals;
   B. Solve basic word problems with whole numbers and decimals.
2. Reading
   A. Interpret basic textbook material in science, social sciences, and literature;
   B. Apply reading skills to news articles, basic workplace content, and pleasure reading.
3. Writing Skills
   A. Respond to selected basic-level readings in complete sentences;
   B. Write complete and correct simple sentences;
   C. Apply basic spelling and capitalization rules to class assignments and work-related writing.
4. 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

I. Math
- A. Addition, subtraction, multiplication, and division of whole numbers and decimals
- B. Basic word problems for whole numbers and decimals, including money and workplace-related situations

II. Reading
- A. Finding the main idea in paragraphs
- B. Strategies for interpreting meanings of unfamiliar words (context, dictionary)
- C. Strategies for approaching basic types of reading such as workplace-related (instructions, employment ads, memos), short fiction, news articles

III. Writing
- A. Spelling and capitalization rules
- B. Subjects and verbs
- C. Simple sentences vs. fragments
- D. Writing responses to short articles and fiction pieces

IV. 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:

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 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 20 - 30%

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

Math problem solving exercises	Problem solving 30 - 50%

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 10 - 20%

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

Computer assignments	Other Category 20 - 30%

Representative Textbooks and Materials:
Kaplan GED Test 2019: Strategies, Practice, and Review. Caren, Van Slyke. Kaplan, Inc. 2019
Instructor-prepared materials.