

**ADLTED 513 Course Outline as of Summer 2019****CATALOG INFORMATION**

Dept and Nbr: ADLTED 513 Title: AC SKLS/GED PREP 3/WRIT

Full Title: Basic Academic Skills and GED Preparation - Writing 3

Last Reviewed: 1/28/2019

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 513

**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 English placement tests; English Pathway classes; Career Technical Education (CTE) classes; and Basic Academic Skills Certificate of Completion. Third level course covers sentence and paragraph skills, punctuation and editing for grammar errors, basic principles of organization for written communication as related to GED and HSE related tests, and computer skills, as determined through instructor's initial assessment.

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

Course Completion of ADLTED 512 ( or CSKLS 512)

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

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Prerequisites/Corequisites:

Recommended: Course Completion of ADLTED 512 ( or CSKLS 512)

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:**

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

1. Demonstrate comprehension of basic academic, workplace writing through discussion and/or longer written response
2. Write multi-paragraph response to reading selection in GED or other High School Equivalency (HSE) tests
3. Use a computer for basic word-processing, academic software, GED/HSE testing sites, and college enrollment

**Objectives:**

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

1. Writing Skills
  - a. Respond to selected high school-level readings in detailed responses
  - 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 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 articles and pieces of fiction
  - b. Using precise vocabulary
  - c. Strategies for approaching basic types of writing such as workplace-related instructions, notes, emails
  - d. Strategies for addressing GED topics
2. Conventions of Writing
  - a. Correct pronoun usage
  - b. Subject/verb agreement
  - c. Compound and complex sentences
  - d. Proofreading for errors
3. 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
3. Written exercises in textbooks, worksheets, and educational software applications
4. Textbook, worksheets, and computer assignments on spelling, capitalization, and complete sentences
5. Practice GED tests in reading and writing
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 responses; reading and writing journals; written assignments

Writing  
30 - 50%

**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, assessments and practice tests using multiple choice, true/false, short answer, extended response

Exams  
40 - 60%

**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.