

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 (HSE) tests. Course also provides academic skills development in preparation for: credit Math and English classes; and Career Technical Education (CTE) classes, Basic Academic Skills Certificate of Completion. 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.

**Prerequisites/Corequisites:**

**Recommended Preparation:**  
Course Completion of 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 (HSE) tests. Course also provides

academic skills development in preparation for: credit Math and English classes; and Career Technical Education (CTE) classes, Basic Academic Skills Certificate of Completion. 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. (Non-Credit Course)

Prerequisites/Corequisites:

Recommended: Course Completion of CSKLS 732

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. 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 essay that addresses a reading selection and a related prompt.
4. Use the computer to access information, complete specific tasks, and write essays.
5. Apply test-taking strategies to academic tests, such as the GED.

### **Objectives:**

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.

### **I. 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

### **II. 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

### **III. 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

### **IV. 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

## V. 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 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  
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

Exams  
30 - 50%

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

Computer assignments

Other Category  
10 - 20%

### Representative Textbooks and Materials:

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