

COURSE OUTLINE**Revision: (Jon Nachman & Wairimu Kiambuthi) July 28, 2009**

DEPARTMENT:	Basic & Transitional Studies
CURRICULUM:	Post-Secondary Preparation
COURSE TITLE:	COMPASS Communications Prep
COURSE NUMBER:	ABE 062
TYPE OF COURSE:	Adult Secondary Education
COURSE LENGTH:	Variable 1 - 11 weeks
CREDIT HOURS:	Variable 1 - 10
LECTURE HOURS:	Variable 11 - 110
LAB HOURS:	1- 20
CLASS SIZE:	25
PREREQUISITES:	TABE placement test and/or CASAS 130 with 9th grade level or above
REQUIRED TEXT:	None

COURSE DESCRIPTION:

The COMPASS Prep Communications course is designed to provide learners the opportunity to improve their general reading, writing, and test-taking skills with special emphasis on reading, grammar, and paragraph development. Learners will take practice tests, understand the different styles of questions and be confident to complete the official tests. This course will also provide information to students about the services, resources, and programs available on campus; help learners identify their current abilities and styles of learning and identify any barriers, learning deficiencies or skill gaps with strategies and / or recommendations for improvement; set long and short-term goals while identifying personal, educational and employment interests and the skills needed to obtain those goals; and develop a personal learning / goal plan.

ABE 062 COMPASS Communications Prep
July 28, 2009

LEARNING OUTCOMES ADDRESSED:

1. **Communication**
 - Read and listen actively to learn and communicate.
 - Speak and write effectively for personal, academic and career purposes.
2. **Computation**
 - Use arithmetic and other basic mathematical operations as required by program of study.
 - Apply quantitative skills for personal, academic and career purposes.
3. **Human Relations**
 - Use social interactive skills to work in groups effectively.
 - Recognize the diversity of cultural influences and values.
4. **Critical Thinking and Problem Solving**
 - Think critically in evaluating and applying information, solving problems and making decisions.
5. **Technology**
 - Select and use appropriate technological tools for personal, academic, and career tasks.
6. **Personal Responsibility**
 - Be motivated and able to continue learning and adapt to change
 - Value one's own skills, abilities, ideas, and art
 - Take pride in one's work
 - Manage personal health and safety.
 - Be aware of civic and environmental issues.
7. **Information Literacy**
 - Access and evaluate information from a variety of sources and contexts, including technology.
 - Use information to achieve personal, academic and career goals and to participate in a democratic society.

ABE 062 COMPASS Communications Prep
March 1, 2010

COURSE OBJECTIVES:

1. Continue to develop and understand the use of correct sentence structure in written English.
2. Spell correctly and recognize misspelled words.
3. Understand paragraph organization.
4. Understand essay structure and thesis.
5. Understand conventional grammar and usage and apply to writing.
6. Be familiar with format of COMPASS test questions.
7. Comprehend literal and inferential meaning in a variety of contexts.
8. Analyze information and recognize unstated assumptions.
9. Identify cause and effect.
10. Use computer software, word processing and appropriate technology.

TOPICAL OUTLINE:

I. Writing

- Sentence structure
- Conventions of grammar and usage
- Paragraph organization
- Essay structure
- Comprehend and understand a well-written essay
- Plan, write and edit essay

II. Reading

- Literal and inferential meaning
- Analyze, apply, compare and contrast information
- Evaluate facts and information

III. Technological Proficiency

- Keyboarding
- Access various software
- Internet, e-mail and reference/information searches

REVISED BY: (Jon Nachman & Wairimu Kiambuthi)
DATE: March 1, 2010