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**SOUTH SEATTLE COMMUNITY COLLEGE**

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

DEPARTMENT:	<b>Basic &amp; Transitional Studies</b>
CURRICULUM:	<b>General Educational Development Preparation</b>
COURSE TITLE:	<b>GED Communications Preparation</b>
COURSE NUMBER:	<b>GED 052</b>
TYPE OF COURSE:	<b>GED Prep</b>
COURSE LENGTH:	<b>Variable 1 - 11 weeks</b>
CREDIT HOURS:	<b>Variable 1 - 10</b>
LECTURE HOURS:	<b>Variable 11 - 110</b>
LAB HOURS:	<b>1 - 20</b>
CLASS SIZE:	<b>25</b>
PREREQUISITES:	<b>TABE placement test and/or CASAS 130 with 9<sup>th</sup> grade level or above</b>
REQUIRED TEXT:	<b>None</b>

**COURSE DESCRIPTION:**

**The GED Communications preparation course is designed to provide learners the opportunity to improve their general reading, writing and test-taking skills with special emphasis on preparing them to take the GED Reading and Writing Language Arts tests as well as the GED Social Studies and Science tests.** Learners will learn test-taking skills, understand the format of the GED tests, and complete practice GED 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, help learners identify any barriers, learning deficiencies or skill gaps with strategies and / or recommendations for improvement, help learners set long and short term goals while identifying personal, educational and employment interests and the skills needed to obtain those goals, and help learners develop a personal learning / goal plan.

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**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.

**COURSE OBJECTIVES:**

1. Develop and apply critical reading, writing, math, and thinking skills.
2. Read diverse passages, determine main idea, and apply information to answer questions.
3. Comprehend literal and inferential meanings in a variety of contexts.
4. Analyze and synthesize information and recognize unstated assumption.
5. Analyze and draw conclusions from maps, diagrams, charts, and graphs.
6. Understand topic sentence, paragraph organization, thesis, and essay structure.
7. Understand conventional grammar, usage, and sentence structure and apply to writing.
8. Identify cause and effect.
9. Be familiar with format of GED test questions, learn and apply test-taking skills, and prepare to take at least two of the GED tests.
10. Use computer software, word processing and appropriate technology.

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**TOPICAL OUTLINE:**

- I. Writing (including business documents and “How to” texts)**
  - 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 Texts and Graphs (including fiction, history, civics, and government; space science and environmental and health issues; and business documents)**
  - Literal and inferential meaning
  - Analyze, apply, synthesize, and compare and contrast information
  - Evaluate facts and information
  
- III. Technological Proficiency**
  - Keyboarding
  - Access various software
  - Select and interpret information presented through technology (e.g., computer, video, Internet, e-mail and reference/information searches)

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