**COURSE SYLLABUS**

**Advanced Intensive ABE Writing and Study Skills**

---------------------------------------------------------------------------------------------------------------------

**PREREQUISITE(S):** TABE Placement Test

---------------------------------------------------------------------------------------------------------------------

**Course Overview:**

A. Description:

This course is a preparation for those who want to continue on career paths and/or college classes after completion of the GED tests.   It focuses on the vocabulary, reading strategies, study skills and college success skills needed to be a successful student. There is information about career development and succeeding at work and school. This class is for adults who have not completed high school.  It is a preparation for the GED Next Steps course in the spring semester for students who are interested.

B. Learning Tools:

This section of the class will use Illinois WorkNet, College Study skills material, learning style inventories and goal setting and stress management materials.

C. Objectives:

1. To teach time management methods, goal setting skills and stress management strategies.
2. To examine learning style and metacognitive strategies for study success.
3. To learn and implement a goal setting system that works for each individual as well as developing long and short term learning goals.
4. To develop critical thinking skills, reading strategies and math strategies that can be applied beyond the GED.
5. To integrate work and college domain vocabulary into everyday writing and speech.

**Course Layout:**

(Subject to change upon instructor decision)

Week 1: Understanding college culture and CLC Campus

 Understanding yourself and how you learn

 Introduction to the World of Work

Week 2: Reading Listening and Note-Taking Skills

 Studying and Taking Tests

 [Using Illinois WorkNet](http://www.illinoisworknet.com/vos_portal/?partner=)

Week 3: Creative and Analytical thinking

 Handling Stress and Making Healthy Choices

 Writing a Resume and “Wow”ing your Interviewer

Week 4: Planning for Next Semester

 GED Content Preparation

**Textbook(s) and Required Tools or Supplies:**

Folder, binder with three-hole notebook paper, pens/pencils, highlighter, notebook. All other materials will be provided.

Web Assisted:

 <http://www.vocabulary.com> Fun with expanding your vocabulary

 <http://www.criticalreading.com> Explains how to analyze content, language and structure

 <http://www.rhlschool.com> Free downloadable reading comprehension worksheets

 <http://www.ldresources.com> Wide range of topics of interest to persons with learning disabilities, and links to other providers.

**Grading Plan:**

Grading consists of P (pass) and N (not pass). If you attain your GED credential, you automatically attain a “P”.

Students will be dropped after 5 consecutive missed classes with no explanation.

**Course Component Specifics:**

* To be successful in this class, it is expected that all students will attend each class session, attend for the entire session and **notify the instructor** when you will not be there in advance. Five absences in a row is the State of IL rule to drop a student. If you are not physically present, I will not count attendance for you that day.
* Phone and email are both acceptable means of communication.
* It is the expectation of this course that homework will be given and completed. This makes it even **more important** for you to attend **every** class session. You may submit questions via email. You can expect a response within 24 hours.

**Students with Disability Statement:**

If you have a disability and need extra help, please see the instructor after class or contact Office for Students with Disabilities in L112 at the Grayslake campus. To schedule an appointment, please call: voice (847) 543-2474; TTY 223-0134

**Academic Standards:**

The College of Lake County has adopted the Student Rights and Responsibilities Policy (#403) and a Statement of Student Academic Integrity. These may be found in the Student Handbook.

* A short summary: Don’t cheat, don’t lie, don’t copy, and don’t put yourself in any position that will compromise your academic process/progress. Dr. Drummond will be happy to chat with you if you are caught in any of the listed offenses or others you happen to create that we didn’t think of.

**Classroom Rules of Conduct:**

* No eating/drinking in class
* Bring all materials/books as needed
* ***NO CELL PHONES, TEXTING, PAGERS – PLEASE TURN THEM OFF OR TO SILENT***
* Be on time, 6 hours a week goes quickly.
* Return from break on time.

Please **do not** do the following:

* Listen to MP3 players, CD players, or other electronic devices
* Do homework for other classes
* Chat/visit/whisper with classmates during lectures or whole class activities
* Come to class late
* Any type of rude, disruptive, or disrespectful behavior

**Emergency Procedure:**

Evacuation procedures: Exit and go to the doors to the left out of the classroom.

Campus Safety can be contacted for other emergency matters. X5555 for emergencies.

**Miscellaneous:**

Suggestions for success:

* Take things a one step at a time.
* Call/contact me if you have questions or things come up.
* ***Don’t*** stop coming to class if you are frustrated, talk to me! That is why I have office hours before and after class (See first page).

Student personal data; privacy policies:

* Any personal information that is collected will be kept strictly confidential. The College of Lake County adheres to FERPA laws.

 **"Illiterate of the 21st century will not be those who can't read and write.**

**They will be those who can't learn, unlearn and relearn." --Alvin Toffler**