

SAN DIEGO COMMUNITY COLLEGE DISTRICT  
CONTINUING EDUCATION  
COURSE OUTLINE

**SECTION I**

SUBJECT AREA AND COURSE NUMBER

DSPTS 624D

COURSE TITLE

BASIC EDUCATION-DSPTS

TYPE COURSE

NON-FEE

DSPTS

CATALOG COURSE DESCRIPTION

This course is designed to help the student with a disability improve basic academic, cognitive and communication skills. The student will learn basic academic skills in reading, writing and numerical concepts. Critical thinking, problem solving and communication skills will be incorporated into the daily lessons to reinforce the learning of basic academic skills. The student will learn skills that enhance independence both in the classroom and the community. (FT)

LECTURE/LABORATORY HOURS

270

ADVISORY

This course is designed for students with disabilities. Verification of disability will be requested.

RECOMMENDED SKILL LEVEL

NONE

INSTITUTIONAL STUDENT LEARNING OUTCOMES

1. Social Responsibility  
SDCE students demonstrate interpersonal skills by learning and working cooperatively in a diverse environment.
2. Effective Communication  
SDCE students demonstrate effective communication skills.

INSTITUTIONAL STUDENT LEARNING OUTCOMES (CONTINUED)

3. Critical Thinking  
SDCE students critically process information, make decisions, and solve problems independently or cooperatively.
4. Personal and Professional Development  
SDCE students pursue short term and life-long learning goals, mastering necessary skills and using resource management and self advocacy skills to cope with changing situations in their lives.

COURSE GOALS

Achievement of the course objectives will help the student to:

1. Improve reading skills.
2. Increase writing skills.
3. Improve numerical concepts.
4. Enhance critical thinking and problem solving.
5. Use effective communication skills.
6. Develop independence and self advocacy.

COURSE OBJECTIVES

After successful completion of this course, students will be able to:

1. Demonstrate ability to discriminate visual and auditory cues.
2. Recognize the letters of the alphabet.
3. Recognize sight words.
4. Recognize/read functional words and/or phrases.
5. Read information necessary for everyday living.
6. Read as a leisure time activity.
7. Demonstrate ability to reproduce lines necessary for writing.
8. Write/type letters of the alphabet.
9. Demonstrate ability to copy written text.
10. Write/type personal identification information.
11. Construct and write/type sentences.
12. Exhibit writing skills necessary for everyday living.
13. Recognize number to 100.
14. Write/type numbers to 100.
15. Demonstrate understanding of more and less to 100.
16. Counts object to 100
17. Demonstrate ability to perform math operations mentally.
18. Demonstrate ability to perform math operations using a calculator.
19. Count by multiples of 1, 5, 10 or 25 to 100.
20. Recognize coins and bills.
21. Verbalize the values of coins and bills.
22. Count out bills necessary for purchases up to \$100.00.

COURSE OBJECTIVES (CONTINUED)

23. Make correct bill or coin combinations.
24. Demonstrate the skills involved in making change.
25. Reads price up to \$100.00.
26. Use money to make a personal purchase.
27. Recognize numbers on a clock face.
28. Associate specific times with personal routine.
29. Tell time in increments varying from minutes to an hour.
30. Recognize words related to calendar use.
31. Demonstrate ability to locate specific information on a calendar.
32. Use a calendar for personal planning.
33. Demonstrate ability to spell.
34. Communicate personal needs.
35. Demonstrate ability to process information.
36. Demonstrate ability to attend to assigned tasks.
37. Display/use social skills appropriate to the setting.
38. Participate in group discussions.
39. Apply critical thinking and problem solving abilities to lessons.

**SECTION II**

COURSE CONTENT AND SCOPE

1. Reading
  - 1.1. Visual and auditory skills
  - 1.2. Alphabet
    - 1.2.1. Letter identification
    - 1.2.2. Letter naming
  - 1.3. Sight words
  - 1.4. Functional words and/or phrases
  - 1.5. Informational reading
    - 1.5.1. Application forms
    - 1.5.2. Schedules
    - 1.5.3. Official correspondence
    - 1.5.4. Product use directions
    - 1.5.5. Food preparation instructions
  - 1.6. Leisure reading
    - 1.6.1. Books and magazines
    - 1.6.2. Social correspondence
  - 1.7. Comprehension
    - 1.7.1. Sentences
    - 1.7.2. Paragraphs
    - 1.7.3. Stories

COURSE CONTENT AND SCOPE (CONTINUED)

2. Writing
  - 2.1. Prerequisite skills
    - 2.1.1. Line tracing
    - 2.1.2. Line copying
  - 2.2. Alphabet
    - 2.2.1. Printed letter tracing
    - 2.2.2. Printed letter copying
    - 2.2.3. Cursive
  - 2.3. Writing text
    - 2.3.1. Sentences
    - 2.3.2. Paragraphs
    - 2.3.3. Documents (stories, letters, etc.)
  - 2.4. Personal identification information
    - 2.4.1. Name
    - 2.4.2. Other demographics
  - 2.5. Sentence construction
    - 2.5.1. Capitalization
    - 2.5.2. Punctuation
    - 2.5.3. Syntax
  - 2.6. Practical writing
    - 2.6.1. List making
    - 2.6.2. Application forms
    - 2.6.3. Written correspondence
  - 2.7. Spelling
    - 2.7.1. Functional words
    - 2.7.2. Phonetics
    - 2.7.3. Common spelling rules
    - 2.7.4. Visual memory words
3. Number Skills
  - 3.1. Recognition
  - 3.2. Number writing
  - 3.3. Value comparison
  - 3.4. Object counting
    - 3.4.1. Counting by ones
    - 3.4.2. Counting by multiples
  - 3.5. Math computations
  - 3.6. Calculator use
4. Money
  - 4.1. Recognition
    - 4.1.1. Coins
    - 4.1.2. Bills
  - 4.2. Value
    - 4.2.1. Coins
    - 4.2.2. Bills

COURSE CONTENT AND SCOPE (CONTINUED)

- 4.3. Purchases
  - 4.3.1. Estimating to the nearest dollar
  - 4.3.2. Coin and bill combinations
  - 4.3.3. Change calculation
  - 4.3.4. Price reading
- 5. Time
  - 5.1. Clocks
    - 5.1.1. Number recognition
    - 5.1.2. Personal routine association
    - 5.1.3. Time telling
  - 5.2. Calendars
    - 5.2.1. Calendar vocabulary
    - 5.2.2. Calendar reading
    - 5.2.3. Personal planning and scheduling

APPROPRIATE READINGS

1. Instructor generated handouts.
2. Commercial materials designed for adult students.
3. Written materials found in the environment of the students. (i.e., menus, TV Guide, mail, etc.).

WRITING ASSIGNMENTS

Typical writing assignments may include, but are not limited to:

1. Individual worksheets or workbooks.
2. Journal writing.
3. Math or money related writing.

Writing assignments may be done with pen/pencil and paper, on computers or typewriters or with other communication devices as needed by the individual.

OUTSIDE ASSIGNMENTS

None required. However, extra practice on current assignments may be provided by the instructor upon request of the student.

APPROPRIATE ASSIGNMENTS THAT DEMONSTRATE CRITICAL THINKING

1. Small group activities in problem solving.
2. Individual activities that require applying facts or information learned in class.

## EVALUATION

A student's participation in the course will be evaluated based on a combination of the following:

1. Student Education Contract (SEC), this is developed cooperatively by the student and the instructor.
2. Attendance.
3. Participation in assigned classroom tasks and activities.
4. Instructor generated assessments.
5. Student feedback or response to the completed SEC.
6. Pre and post testing of specific units.
7. Instructor observation.
8. Data collection from classroom activities or assignments.

## METHOD OF INSTRUCTION

Instruction should be directly related to the interests and obligations of the student. The student should be actively involved in choosing goals and objectives. Methods of instruction may include:

1. Group or individual instruction.
2. Audio-visual study units.
3. Computer-aided instruction.
4. Guest speakers.
5. Class discussions.
6. Field trips.

This course, or sections of this course, may be offered through distance education.

## TEXTS AND SUPPLIES

Because of the diversity of the students enrolled in DSPS classes, standard texts are not generally required.

The instructor will provide all supplies needed for participation in the class. These may include:

Specialized learning materials.  
Adaptive computer equipment.  
Augmentative communication devices.

PREPARED BY Lana McFarlane, Paula Timmins DATE January 14, 1997

DATA REVISED BY Instructional Services/SLO's Added DATE October 17, 2014

Instructors must meet all requirements stated in Policy 3100 (Student Rights, Responsibilities and Administrative Due Process), and the Attendance Policy set forth in the Continuing Education Catalog.

REFERENCES:

San Diego Community College District Policy 3100  
California Community Colleges, Title 5, Section 55002  
Continuing Education Catalog