

COURSE TITLE AND NUMBER:

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# North Central Michigan College

NCMC MASTER COURSE SYLLABUS

Last Date Revised 5/2/03

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DIVISION/AREA: Business & Technology

DEPARTMENT:

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DIVISION DIRECTOR: Dr. Robert Marsh

ORIGINATOR: Scott Hickman

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DEAN OF INSTRUCTION: Dr. Tim Dykstra

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TOTAL HOURS OF INSTRUCTION: LECTURE: 1 LAB: TOTAL CONTACT HOURS: 17.6

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COURSE NUMBER: SD 110

CREDIT HOURS: 1

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COURSE TITLE: Basic Skills Test – Prep Course

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TRANSFERABLE YES: NO:  TO:

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PREREQUISITE(S)/COREQUISITE(S)/ADVISORY: N/A

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CATALOG DESCRIPTION: A course providing students training through PLATO instructional software, addressing reading, math and writing review. This course is aimed at preparing students to sit for the Basic Skills Test required of K-12 paraprofessionals. Course may be repeated. Student may receive no more than a total of 3 credits for this course.

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GENERAL EDUCATION OUTCOMES: N/A

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COURSE OBJECTIVES & OUTCOMES: At the conclusion of this course students will be better prepared to take the Basic Skills Test for paraprofessionals.

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METHODS OF INSTRUCTION:

1. Each student receives training in how to use the Plato program.
  2. Each student progresses and studies independently.
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METHODS OF EVALUATION: Grading will be on pass/fail basis.

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REQUIRED TEXTS: None

OPTIONAL SUPPLEMENTARY MATERIALS: None

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Reasonable accommodations may be provided for students with documented physical, sensory, cognitive, systemic, and/or psychiatric disabilities. Please contact the Education Opportunity Program (EOP) at (231) 348-6687 to arrange services for this course.

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TIME ALLOWANCE AND SEQUENCE OF INSTRUCTION: Each student will meet with the instructor to develop a sequence of work for the term in which he or she is enrolled.

APPROVED FOR ADOPTION BY THE CRD/AP COMMITTEE ON **5/7/03**