

Central Oregon Community College
Adult Basic Education/College Prep

Career Pathways
Bridges to College—Study Skills/Reading Curriculum
Fall Term 2008

Week/Topic	Skill Activities/Resources	Application Activities/Resources	Outcomes
Week 1: Pre-Testing Goal Setting	CASAS Reading test ASSET Reading test	Goal Setting Journey	Create a path outlining the steps to reach a goal.
Week 2: Learning Styles	“Focus on Your Strengths” handout	Learning Style Assessment	Identify student’s best learning style.
Week 3: Using Textbooks	“Working with a Textbook” handout	Textbook presentation	Explore the different parts of a textbook
Week 4: SQ3R	“SQ3R: Survey, Question, Read, Recite, Review” handout	SQ3R with “Keys to College Success”	Ask questions to think critically while reading
Week 5: Note Taking	“Taking Notes” handout	Take notes from guest lecture	Write notes from a lecture to use in writing an essay.
Week 6: Content Reading	Course-specific content reading	Selections from various business textbooks	Apply SQ3R to college textbooks
Week 7: Time Management	“Managing Your Time” handout	Weekly Schedule Activity	Evaluate time management over one week
Week 8: Critical Thinking	“The Challenges of College” handout	Essay about the challenges of college	Identify challenges and brainstorm solutions
Week 9: Test Taking	<i>Becoming a Master Student</i> —	ASSET Reading test	Practice test-taking strategies in

	“Tests” chapter		standardized test
Week 10: Concluding Reflection	“Concluding Reflections” handout	“Concluding Reflections” questions	Reflect on goals and learning in this class
Week 11: Post-Testing Action Plans	CASAS Reading Test	Planning Your Route	Identify next steps in reaching a goal.

Central Oregon Community College
 Adult Basic Education/College Prep

Career Pathways
Bridges to College—Math
Fall Term 2008

*Reading is integrated into all topic areas.

Text

Tobey, J. & Slater, J. (2005). *Basic College Mathematics: A Custom Edition for Central Oregon Community College*. Upper Saddle River, New Jersey: Prentice Hall, Inc.

Week/Topic	Skill Topics	Skill Activities/Resources	Application Activities/Resources	Outcomes
Week 1: Pre-testing		CASAS Math test ASSET Math test		
Week 2: Problem Solving and Order of Operations	Problem Solving	<i>Basic College Mathematics</i> — “Procedure for Solving Applied Problems” p. 100		Solve applied problems; solve problems using order of operations
	Order of Operations	<i>Basic College Mathematics</i> —Lesson 1.6		
Week 3: Decimals Review	Using Decimal Notation	<i>Basic College Mathematics</i> —Lesson 3.1	Budgeting activity	Add, subtract, multiply, and divide decimals
	Adding, Subtracting, Multiplying, and Dividing Decimals	<i>Basic College Mathematics</i> —Lessons 3.3,3.4, 3.5 Skills Tutor —Basic Math > Computation > Addition of Decimals, Subtraction of Decimals, Multiplication of		

		Decimals, Division of Decimals		
	Converting Fractions to Decimals	<i>Basic College Mathematics</i> —Lesson 3.6 Skills Tutor —Basic Math > Computation > Interchanging Fractions and Decimals		
Weeks 4-6: Fractions Review	Converting Between Improper Fractions and Mixed Numbers	<i>Basic College Mathematics</i> —Lesson 2.3	Recipe conversions, Part 1 and cooking demonstration	Add, subtract, multiply, and divide fractions and mixed numbers.
	Adding, Subtracting, Multiplying, and Dividing Fractions and Mixed Numbers	<i>Basic College Mathematics</i> —Lessons 2.4, 2.5, 2.7, 2.8 Skills Tutor —Basic Math > Computation		
Week 7: Ratio and Proportion Review	Ratios and Rates	<i>Basic College Mathematics</i> —Lesson 4.1 Skills Tutor —Intermediate Math > Proportion and Percent > Relationship of Ratios, Percents, and Decimals	Recipe conversions, Part 2	Write proportions and find the missing number in a proportion.
	The Concept of Proportions	<i>Basic College Mathematics</i> —Lesson 4.2 Skills Tutor —Intermediate Math > Proportion and Percent > Ratio and Proportion		
	Solving Proportions	<i>Basic College Mathematics</i> —Lesson 4.3		

		Skills Tutor — Intermediate Math > Proportion and Percent > Find the Part by Using Proportions, Find the Percent by Using Proportions, Find the Whole by Using Proportions		
Week 8: Percent Review	Understanding Percent	<i>Basic College Mathematics</i> —Lesson 5.1 Skills Tutor —Basic Math > Measurement and Geometry > Fractional Part of a Set	Cost-oriented pricing	Interchange percents, decimals, and fractions.
	Changing Between Percents, Decimals, and Fractions	<i>Basic College Mathematics</i> —Lesson 5.2 Skills Tutor —Basic Math > Computation > Interchanging Percents and Decimals, Interchanging Fractions and Percents		
Week 9: Interest Review	Solving Commission, Percent of Increase or Decrease, and Interest Problems	<i>Basic College Mathematics</i> —Lesson 5.5 Skills Tutor — Intermediate Math > Proportion and Percent > Percent of Change, Discounts, Simple Interest	Paying off College Loan activity	Calculate simple interest.

Week 10: Statistics Review	Mean, Median, and Mode	<i>Basic College Mathematics</i> —Lesson 8.4 Skills Tutor — Intermediate Math > Statistics and Probability > Measures of Central Tendency	Application involving data about students in the classroom	Calculate mean, median, and mode for data.
Week 11: Post- testing		CASAS Math test ASSET Math test		

Central Oregon Community College
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Career Pathways
Bridges to College—Computer Skills
Fall Term 2008

Skill Topics	Skill Activities/Resources	Application Activities	Outcomes
Basic Computer Operations	Atomic Learning Tutorials—Windows XP http://movies.atomiclearning.com/highed/windows_xpx	Using email and word processing	Use Windows and a variety of software.
Using COCC Email Accounts/sending and receiving emails with attachments	http://programs.cocc.edu/OWA/default.aspx	Communication with instructor and other students	Write and receive emails with and without attachments.
Using Microsoft Word to create and save simple documents	Atomic Learning Tutorials—Word 2007 Intro http://movies.atomiclearning.com/highed/wrd07_intro	“The Challenges of College” essay (see writing)	Write an essay using word processing software.
Formatting documents in Microsoft Word	Atomic Learning Tutorials—Word 2007 Intro http://movies.atomiclearning.com/highed/wrd07_intro		
Creating simple tables in Word	Atomic Learning Tutorials—Word Intermediate http://movies.atomiclearning.com/highed/wrd07_interm	Budgeting assignment	Create a table to display a budget.
Evaluating Web sites	Evaluating Web Pages, Cornell University Library http://www.library.cornell.edu/olinuris/ref/research/webcrit.html	College Is Different research assignment	Research information using the Internet.

Central Oregon Community College
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**Career Pathways
Bridges to College—Writing
Fall Term 2008**

*Reading is integrated into all topic areas.

Text

Winkler, A. C. & McCuen-Metherell, J. (2006). *Writing Talk*. Upper Saddle River, New Jersey: Pearson Prentice Hall.

Week/Topic	Skill Topics	Skill Activities/Resources	Application Activities/Resources	Outcomes
Week 1: Pre-testing		HSWA ASSET Writing test		
Week 2: Overview of the Essay	3 Parts of an Essay	“The Three Parts of an Essay”	Class essay planning	Understand the 3 parts of an essay
Week 3: Gathering Ideas	Planning to write	<i>Writing Talk</i> —Unit 4 <ul style="list-style-type: none"> • Brainstorming • Clustering 		Create a plan for writing a paragraph
Week 4: The Paragraph and the Topic Sentence	The Topic Sentence	<i>Writing Talk</i> —Unit 5 <ul style="list-style-type: none"> • Topic sentence definition and location • Writing discussible topic sentences • Developing a paragraph from a topic sentence 	Read with Understanding Journal assignment—writing and identifying topic sentences	Identify and write topic sentences.
Week 5: Moving from Paragraphs to Essays	Strategies	<i>Writing Talk</i> —Unit 17	Essay summary of guest lecture notes	Select the best strategy and write a short essay including appropriate transitions.
	Transitions	<i>Writing Talk</i> —Unit 17		
Week 6: The	Writing the	<i>Writing Talk</i> —Unit 18	Writing thesis statements from	Write thesis

Thesis Statement	Thesis Statement		business/culinary topics	statements from given topics.
Weeks 7-8: Organizing Your Essay, from Beginning to End	Introduction	<i>Writing Talk</i> —Unit 19 (pages 317-322)	Rough draft of essay based on “The Challenges of College”	Write an essay with a clear thesis statement, introduction, body paragraphs, and conclusion.
	Body	<i>Writing Talk</i> —Unit 19 (pages 325-327)		
	Conclusion	<i>Writing Talk</i> —Unit 19 (pages 323-324)		
Weeks 9-10: Revising, Editing, and Proofreading	Revising	<i>Writing Talk</i> —Unit 20 (pages 336-340)	Revise, edit, and proofread “The Challenges of College” essay	Revise, edit, and proofread one’s own writing.
	Editing	<i>Writing Talk</i> —Unit 20 (pages 341-344)		
	Proofreading	<i>Writing Talk</i> —Unit 20 (pages 344-348)		
Week 11: Post-testing		HSWA ASSET Writing test		