

III. ELEMENTARY AND SECONDARY BASIC SKILLS

Elementary and secondary basic skills consists of a course of study or an organized sequence of courses to provide instruction for individuals in elementary and second-level reading, writing, computation, and problem-solving skills in order to assist students in achieving their academic, vocational, and personal goals. Elementary-level is generally recognized, where appropriate, the coursework addresses the content and proficiencies at levels through eighth grade. Secondary-level is generally recognized as coursework that addresses the content and proficiencies at levels through the twelfth grade and may incorporate a high school diploma.

- Adult Basic Education - Certificate of Competency (<https://curriculum.pasadena.edu/noncredit-division/elementary-secondary-basic-skills/adult-basic-education-cert-competency/>)
- Adult High School Diploma (<https://curriculum.pasadena.edu/noncredit-division/elementary-secondary-basic-skills/adult-high-school-diploma/>)
- GED (Bilingual) - Certificate of Competency (<https://curriculum.pasadena.edu/noncredit-division/elementary-secondary-basic-skills/ged-bilingual-cert-competency/>)
- GED - Certificate of Competency (<https://curriculum.pasadena.edu/noncredit-division/elementary-secondary-basic-skills/ged-cert-competency/>)

Courses

Adult Basic Education

ABE 3000 ADULT BASIC EDUCATION

0 unit

Review and reinforcement of basic skills in reading (to 8th grade level), writing, math (through ratios and percents), grammar and spelling. Brush up on conversational English and pronunciation for those in need. General survival skills reviewed. Total of 108 hours lecture.

Grade Mode: *Ungraded Non-Credit, Pass/No-Pass*

ABE 3001 LANGUAGE ARTS

0 unit

Basic skills preparation in the language arts for academic advancement to the adult high school diploma (AHSD) or General Educational Development (GED) programs. Upon completion and demonstration of competence in the course, students may advance to develop skills for the workplace and to prepare for future educational opportunities. Total of 52 hours lecture.

Grade Mode: *Ungraded Non-Credit, Pass/No-Pass*

ABE 3002 MATHEMATICS

0 unit

Review and reinforcement of arithmetic skills for academic advancement to the adult high school diploma (AHSD) or General Educational Development (GED) programs. Upon completion and demonstration of competence in the course, students may advance to develop skills for the workplace and to prepare for future educational opportunities. Total of 52 hours lecture.

Grade Mode: *Ungraded Non-Credit, Pass/No-Pass*

General Education Development

GED 4001 LANGUAGE ARTS

0 unit

Preparation in the language arts for students preparing for the General Educational Development (GED) exam. Provides instruction in reading comprehension, grammar, and writing the extended response essay, using successful test-taking strategies and hands-on online testing practice.

Upon completion and demonstration of competence in the course, students may continue GED preparation or advance to develop skills for the workplace and to prepare for future educational opportunities. Total of 36 hours lecture.

Grade Mode: *Ungraded Non-Credit, Pass/No-Pass*

GED 4002 MATHEMATICS

0 unit

Preparation in mathematics for students preparing for the General Educational Development (GED) exam in Mathematics. Provides instruction in quantitative and Algebraic problem solving. Skill building in test taking strategies to respond to questions on the GED exam in mathematical reasoning. Upon completion and demonstration of competence in the course, students may continue GED preparation or advance to develop skills for the workplace and to prepare for future educational opportunities. Total of 36 hours lecture.

Grade Mode: *Ungraded Non-Credit, Pass/No-Pass*

GED 4003 SCIENCE

0 unit

Preparation in science for students preparing for the General Educational Development (GED) exam in science. Provides instruction in biology, physiology, chemistry, earth, and space science. Skill building in test taking strategies for multiple choice and short answer response questions on the GED exam. Upon completion and demonstration of competence in the course, students may continue GED preparation or advance to develop skills for the workplace and to prepare for future educational opportunities. Total of 36 hours lecture.

Grade Mode: *Ungraded Non-Credit, Pass/No-Pass*

GED 4004 SOCIAL STUDIES

0 unit

Preparation in social studies for students preparing for the General Educational Development (GED) exam. Provides review in U.S. history, global history, economics, civics and government, and geography using successful test-taking strategies and hands-on online testing practice for multiple choice and extended response questions. Upon completion and demonstration of competence in the course, students may continue GED preparation or advance to develop skills for the workplace and to prepare for future educational opportunities. Total of 36 hours lecture.

Grade Mode: *Ungraded Non-Credit, Pass/No-Pass*

GED 4101 LANGUAGE-BILINGUAL

0 unit

Preparation in the language arts for students preparing for the General Educational Development (GED) Spanish exam. Provides instruction in reading comprehension, grammar, and writing the extended response essay, using successful test-taking strategies and hands-on online testing practice. Upon completion and demonstration of competence in the course, students may continue GED preparation or advance to develop skills for the workplace and to prepare for future educational opportunities. Total of 36 hours lecture.

Grade Mode: *Ungraded Non-Credit, Pass/No-Pass*

GED 4102 MATHEMATICS–BILINGUAL**0 unit**

Preparation in mathematics for students preparing for the General Education Development (GED) Spanish exam in Mathematics. Provides instruction in quantitative and Algebraic problem solving. Skill building in test taking strategies to respond to questions on the GED exam in mathematical reasoning. Upon completion and demonstration of competence in the course, students may continue GED preparation or advance to develop skills for the workplace and to prepare for future educational opportunities. Total of 36 hours lecture.

Grade Mode: *Ungraded Non-Credit, Pass/No-Pass*

GED 4103 SCIENCE-BILINGUAL**0 unit**

Preparation in science for students preparing for the General Education Development (GED) Spanish exam in science. Provides instruction in biology, physiology, chemistry, earth, and space science. Skill building in test taking strategies for multiple choice and short answer response questions on the Spanish GED exam. Upon completion and demonstration of competence in the course, students may continue GED preparation or advance to develop skills for the workplace and to prepare for future educational opportunities. Total of 36 hours lecture.

Grade Mode: *Ungraded Non-Credit, Pass/No-Pass*

GED 4104 SOCIAL STUDIES-BILINGUAL**0 unit**

Preparation in social studies for students preparing for the General Education Development (GED) Spanish exam. Provides review in U.S. history, global history, economics, civics and government, and geography using successful test-taking strategies and hands-on online testing practice for multiple choice and extended response questions. Upon completion and demonstration of competence in the course, students may continue GED preparation or advance to develop skills for the workplace; and to prepare for future educational opportunities. Total of 36 hours lecture.

Grade Mode: *Ungraded Non-Credit, Pass/No-Pass*

Adult High School Diploma**AHSD 6400 PRACTICAL ENGLISH SKILLS****0 unit**

A review of grammar, spelling, reading, composition, and essay writing in preparation for taking the Adult High School Diploma Program exit exam or the General Education Development (GED) exam. Successful completion of this course will meet requirements for five (5) Adult High School Diploma credits. Total of 72 hours lecture.

Grade Mode: *Letter Grade, Pass/No-Pass*

AHSD 6401 FUNDAMENTALS OF GRAMMAR A**0 unit**

Review of parts of speech, spelling, basic sentence structure, mechanics, and vocabulary skill building. Successful completion of this course will meet requirements for five (5) Adult High School Diploma credits. Meets the diploma requirement for English. Total of 72 hours lecture.

Grade Mode: *Letter Grade, Pass/No-Pass*

AHSD 6402 FUNDAMENTALS OF GRAMMAR B**0 unit**

Comprehensive study of English usage, spelling, and mechanics. Improvement in basic writing skills with more complex sentence structures and writing models. Increased vocabulary skill building. Successful completion of this course will meet requirements for five (5) Adult High School Diploma credits. Meets the diploma requirement for English. Total of 72 hours lecture.

Grade Mode: *Letter Grade, Pass/No-Pass*

AHSD 6403 ESSENTIALS IN WRITING A**0 unit**

Sentence and paragraph composition. Vocabulary building and review of language mechanics and grammar. Successful completion of this course will meet requirements for five (5) Adult High School Diploma credits. Meets the diploma requirement for English. Total of 72 hours lecture.

Grade Mode: *Letter Grade, Pass/No-Pass*

AHSD 6404 ESSENTIALS IN WRITING B**0 unit**

Review steps of the writing process, outlining, style exploration, and introduction to research paper writing. Strengthen skills in grammar, vocabulary, and oral presentation skills. Successful completion of this course will meet requirements for five (5) Adult High School Diploma credits. Meets the diploma requirement for English. Total of 72 hours lecture.

Grade Mode: *Letter Grade, Pass/No-Pass*

AHSD 6405 U.S. LITERATURE**0 unit**

A survey of the literature of the United States (fiction and non-fiction) from the colonial period to contemporary times focusing on social, cultural and literary contexts. Successful completion of this course will meet requirements for five (5) Adult High School Diploma credits. Meets the diploma requirement for English. Total of 72 hours lecture.

Grade Mode: *Letter Grade, Pass/No-Pass*

AHSD 6406 BRITISH LITERATURE**0 unit**

A survey of British literature (fiction and non-fiction) focusing on cultural, literary, and social contexts. Successful completion of this course will meet requirements for five (5) Adult High School Diploma credits. Meets the diploma requirement for English. Total of 72 hours lecture.

Grade Mode: *Letter Grade, Pass/No-Pass*

AHSD 6407 READING FUNDAMENTALS**0 unit**

An introduction to building vocabulary, reading comprehension, and critical thinking skills. A basic review of English language usage. Successful completion of this course will meet requirements for five (5) Adult High School Diploma credits. Meets the diploma requirement for English. Total of 72 hours lecture.

Grade Mode: *Letter Grade, Pass/No-Pass*

AHSD 6408 LITERATURE IN A MULTICULTURAL SOCIETY**0 unit**

Survey of multicultural literature (fiction and non-fiction) focusing on social, cultural, and literary contexts. Successful completion of this course will meet requirements for five (5) Adult High School Diploma credits. Meets the diploma requirement for English. Total of 72 hours lecture.

Grade Mode: *Letter Grade, Pass/No-Pass*

AHSD 6409 INTRODUCTION TO CREATIVE WRITING**0 unit**

Creative literary expression through poetry, drama, and short story. Individual creative writing in various forms. Successful completion of this course will meet requirements for five (5) Adult High School Diploma credits. Meets the diploma requirement for English. Total of 72 hours lecture.

Grade Mode: *Letter Grade, Pass/No-Pass*

AHSD 6411 U.S. HISTORY: PRE-COLONIALISM TO THE CIVIL WAR**0 unit**

An analysis of social, economic, and political factors in United States history from the period of Pre-Colonialism to Reconstruction. Successful completion of this course will meet the requirements for five (5) Adult High School Diploma credits. Meets diploma requirements for United States history and the social sciences. Total of 72 hours lecture.

Grade Mode: *Letter Grade, Pass/No-Pass*

AHSD 6412 U.S. HISTORY: RECONSTRUCTION TO PRESENT**0 unit**

An analysis of social, economic, and political factors in United States history from the period of Reconstruction to the present. Successful completion of this course will meet the requirements for five (5) Adult High School Diploma credits. Meets diploma requirements for United States history and the social sciences. Total of 72 hours lecture.

Grade Mode: *Letter Grade, Pass/No-Pass*

AHSD 6413 INTRODUCTION TO AMERICAN GOVERNMENT**0 unit**

An introduction to American government and its relevance to understanding the democratic process. Study of the rights and responsibilities of the citizens of the United States on local, state, and federal levels. Successful completion of this course will meet the requirements for five (5) Adult High School Diploma credits. Meets diploma requirements for American government and the social sciences. Total of 72 hours lecture.

Grade Mode: *Letter Grade, Pass/No-Pass*

AHSD 6414 INTRODUCTION TO ECONOMICS**0 unit**

An introduction to events that influence the American economy, including inflation, purchasing power, taxes, balance of payments, technology, deficit spending, and the cost of living. A review of foreign and domestic exchange, consumerism, GNP, and banking and currency. Successful completion of this course will meet the requirements for five (5) Adult High School Diploma credits. Meets diploma requirements for economics and the social sciences. Total of 72 hours lecture.

Grade Mode: *Letter Grade, Pass/No-Pass*

AHSD 6415 CONTEMPORARY AMERICAN SOCIAL ISSUES**0 unit**

Analysis and discussion of contemporary American social issues: market systems, consumerism, criminal justice system, class inequality, gender inequality, racial inequality, and militarism. Successful completion of this course will meet the requirements for five (5) Adult High School Diploma credits. Total of 72 hours lecture.

Grade Mode: *Letter Grade, Pass/No-Pass*

AHSD 6416 GLOBAL AFFAIRS**0 unit**

Survey of a wide range of global topics: 20th century world history, contemporary world history, customs, cultural hegemony, decision making, war and peace, global economy, and diplomacy. Successful completion of this course will meet the requirements for five (5) Adult High School Diploma credits. Meets diploma requirements for the social sciences. Total of 72 hours lecture.

Grade Mode: *Letter Grade, Pass/No-Pass*

AHSD 6417 WORLD GEOGRAPHY**0 unit**

Study of people, places, and environments. A survey of the major cultural and physical regions of the world. Successful completion of this course will meet the requirements for five (5) Adult High School Diploma credits. Meets diploma requirements for world geography and the social sciences. Total of 72 hours lecture.

Grade Mode: *Letter Grade, Pass/No-Pass*

AHSD 6421 MATH BASICS**0 unit**

Master basic arithmetic skills and operations with integers, fractions, decimals, and percentages; solve word problems. Successful completion of this course will meet the requirements for five (5) Adult High School Diploma credits. Total of 72 hours lecture.

Grade Mode: *Letter Grade, Pass/No-Pass*

AHSD 6422 MATHEMATICS PRE-ALGEBRA**0 unit**

Prerequisite(s): *AHSD 6421 or placement based on the math assessment process*

Introduction to the structure and concepts of Algebra, including variables, expressions, equations, absolute value, inequalities, and properties of real numbers; and the techniques of Algebra, including solving equations and inequalities, graphing linear equations, and solving word problems. Successful completion of this course will meet the requirements for five (5) Adult High School Diploma credits. Meets diploma requirements for mathematics. Total of 72 hours lecture.

Grade Mode: *Letter Grade, Pass/No-Pass*

AHSD 6423 ALGEBRA IA**0 unit**

Prerequisite(s): *AHSD 6422 or placement based on the math assessment process*

Study of the language, concepts, and techniques of basic algebra, including signed numbers, expressions and equations, formulas, powers and roots, and inequalities. This course lays a foundation for upper level math and science courses. Successful completion of this course will meet the requirements for five (5) Adult High School Diploma credits. Meets diploma requirements for mathematics. Total of 72 hours lecture.

Grade Mode: *Letter Grade, Pass/No-Pass*

AHSD 6424 ALGEBRA IB**0 unit****Prerequisite(s):** AHSD 6423 or placement based on the math assessment process

Study of the language, concepts, and techniques of algebra, including exponents, systems of equations, quadratic and exponential functions, rational and irrational numbers, and polynomials. Lays a foundation for upper level math and science courses. Successful completion of this course will meet the requirements for five (5) Adult High School Diploma credits. Meets diploma requirements for mathematics. Total of 72 hours lecture.

Grade Mode: Letter Grade, Pass/No-Pass**AHSD 6425 INTRODUCTION TO GEOMETRY****0 unit****Prerequisite(s):** AHSD 6424 or placement based on the math assessment process

Overview of the elements of geometry and the properties of those elements. Use of properties in proofs to develop logical reasoning. Geometer's Sketchpad used to develop skills and understanding. Course integrates basic algebra into geometry and builds skills for upper level math. Successful completion of this course will meet the requirements for five (5) Adult High School Diploma credits. Meets diploma requirements for mathematics. Total of 72 hours lecture.

Grade Mode: Letter Grade, Pass/No-Pass**AHSD 6426 LIFE SCIENCE - BIOLOGY****0 unit**

Introduction to the study of life, including biological chemistry, cells, organisms and classification, and ecology. Successful completion of this course will meet requirements for five (5) Adult High School Diploma credits. Meets the diploma requirements for biological science. Total of 72 hours lecture.

Grade Mode: Letter Grade, Pass/No-Pass**AHSD 6427 LIFE SCIENCE - PHYSIOLOGY****0 unit**

Introduction to the study of physiology and genetics, with a focus on human systems. Structure and function of basic human organ systems are the focus, supplemented with contrasts to simple organisms, plant physiology, and basic genetics. Successful completion of this course will meet requirements for five (5) Adult High School Diploma credits. Meets the diploma requirements for biological science. Total of 72 hours lecture.

Grade Mode: Letter Grade, Pass/No-Pass**AHSD 6428 PHYSICAL SCIENCE - CHEMISTRY****0 unit**

Introduction to the study of chemistry, including atomic structure, substances, and reactions. Successful completion of this course will meet requirements for five (5) Adult High School Diploma credits. Meets the diploma requirements for physical science. Total of 72 hours lecture.

Grade Mode: Letter Grade, Pass/No-Pass**AHSD 6429 PHYSICAL SCIENCE - PHYSICS****0 unit**

Introduction to the study of physics, including energy, optics, and forces. Successful completion of this course will meet requirements for five (5) Adult High School Diploma credits. Meets the diploma requirements for physical science. Total of 72 hours lecture.

Grade Mode: Letter Grade, Pass/No-Pass**AHSD 6430 ENVIRONMENTAL SCIENCE - ECOLOGY****0 unit**

Introduction to the study of environmental science, including ecological systems of abiotic and biotic factors and current environmental challenges. Successful completion of this course will meet requirements for five (5) Adult High School Diploma credits. Total of 72 hours lecture.

Grade Mode: Letter Grade**AHSD 6431 COMPUTER BASICS****0 unit**

Overview of computer hardware, software, operating systems, and file management; Internet and E-mail. Successful completion of this course will meet requirements for five (5) Adult High School Diploma credits. Total of 72 hours lecture.

Grade Mode: Letter Grade, Pass/No-Pass**AHSD 6432 ART HISTORY****0 unit**

A survey of visual arts including painting, print making, sculpture, architecture and photography. Historical and contemporary art forms; perspective design, composition and color theory. Successful completion of this course will meet requirements for five (5) Adult High School Diploma credits. This course meets requirements for the humanities. Total of 72 hours lecture.

Grade Mode: Letter Grade, Pass/No-Pass**AHSD 6433 WORKPLACE SKILLS FOR THE 21ST CENTURY****0 unit**

Workplace preparation and skills for the 21st century. Decision-making and life-long learning skills. Build competency in written and oral communication and basic math and computer skills. Successful completion of this course will meet requirements for five (5) Adult High School Diploma credits. Total of 72 hours lecture.

Grade Mode: Letter Grade, Pass/No-Pass**AHSD 6434 PLANNING FOR ACADEMIC AND CAREER SUCCESS****0 unit**

Successful methods for improving academic and career strategies and skills. A survey of educational and occupational opportunities and requirements. Successful completion of this course will meet requirements for five (5) Adult High School Diploma credits. Total of 72 hours lecture.

Grade Mode: Letter Grade, Pass/No-Pass**AHSD 6435 HEALTH****0 unit**

An informed use of health-related information and an overview of positive attitudes and responsible behaviors for making decisions to promote lifelong health. Successful completion of this course will meet requirements for five (5) Adult High School Diploma credits. Total of 72 hours lecture.

Grade Mode: Letter Grade, Pass/No-Pass**AHSD 6436 MUSIC APPRECIATION****0 unit**

Introduction to classical and popular music. Development of music, explorations of composer's lives and historical and social contexts of the times. Successful completion of this course will meet requirements for five (5) Adult High School Diploma credits. This course meets requirements for the humanities. Total of 72 hours lecture.

Grade Mode: Letter Grade, Pass/No-Pass

AHSD 6437 GRAPHIC ART DESIGN**0 unit**

An introduction to the field of graphic design. Covers key design elements such as typography, creativity, visualization, composition, and web design. Successful completion of this course will meet requirements for five (5) Adult High School Diploma credits. Total of 72 hours lecture.

Grade Mode: *Letter Grade, Pass/No-Pass*

AHSD 6438 COMPUTER APPLICATIONS**0 unit**

Use of applications software for database management, word processing, spreadsheet, and slideshow presentation. Successful completion of this course will meet requirements for five (5) Adult High School Diploma credits. Total of 72 hours lecture.

Grade Mode: *Letter Grade, Pass/No-Pass*

AHSD 6439 CONTEMPORARY SPANISH**0 unit**

An introduction to Spanish. Practice in Spanish language pronunciation, grammar and vocabulary in a contemporary context. Exploration of culture in both contemporary and historical contexts. Successful completion of this course will meet requirements for five (5) Adult High School Diploma credits. This course meets requirements for the humanities. Total of 72 hours lecture.

Grade Mode: *Letter Grade, Pass/No-Pass*