

SKILLS PROGRAM COMPETENCIES

MATH

Math 90A
(1.0 unit)

1. ADDITION, SUBTRACTION, MULTIPLICATION, AND DIVISION OF WHOLE NUMBERS
2. ORDER OF OPERATIONS WITH WHOLE NUMBERS
3. APPLICATIONS OF ARITHMETIC
4. BASIC LINEAR EQUATIONS
5. SIMPLIFICATION, MULTIPLICATION, AND DIVISION OF FRACTIONS
6. SIMPLE RATIOS AND PROPORTIONS

Math 90B
(1.0 unit)

7. ADDITION, SUBTRACTION, MULTIPLICATION, AND SUBTRACTION OF FRACTIONS
8. ORDER OF OPERATIONS WITH FRACTIONS
9. APPLICATIONS OF FRACTIONS
10. LINEAR EQUATIONS WITH FRACTIONS
11. RATIOS AND PROPORTIONS
12. ORDERING AND ROUNDING DECIMALS
13. CONVERTING BETWEEN FRACTIONS AND DECIMALS

Math 90C
(1.0 unit)

14. ADDITION, SUBTRACTION, MULTIPLICATION, AND DIVISION OF DECIMALS
15. ORDER OF OPERATIONS WITH DECIMALS
16. APPLICATIONS OF DECIMALS
17. LINEAR EQUATIONS WITH DECIMALS
18. PERCENTAGES
19. MEASUREMENT CONVERSIONS (AMERICAN AND METRIC SYSTEMS)

Math 90D
(1.0 unit)

20. ADDITION, SUBTRACTION, MULTIPLICATION, AND DIVISION OF INTEGERS
21. ORDER OF OPERATIONS WITH INTEGERS
22. APPLICATIONS OF INTEGERS
23. LINEAR EQUATIONS WITH INTEGERS
24. BASIC ALGEBRAIC EXPRESSIONS

Math 90E
(1.0 unit)

25. ADDITION, SUBTRACTION, MULTIPLICATION, AND DIVISION OF REAL NUMBERS
26. ORDER OF OPERATIONS WITH REAL NUMBERS
27. APPLICATIONS OF REAL NUMBERS
28. LINEAR EQUATIONS AND PROPORTIONS WITH REAL NUMBERS
29. ALGEBRAIC EXPRESSIONS
30. CONVERSIONS BETWEEN PERCENTAGES, FRACTIONS, AND DECIMALS

Math 90F
(1.0 unit)

31. ADDITION, SUBTRACTION, AND MULTIPLICATION OF POLYNOMIALS
32. DIVISION OF POLYNOMIALS BY MONOMIALS
33. FACTORING
34. LINEAR EQUATIONS
35. ALGEBRAIC EXPRESSIONS
36. TRANSLATIONS OF WORD PROBLEMS INTO ALGEBRA

Continued On Other Side

SKILLS PROGRAM COMPETENCIES

ENGLISH

Eng 60A1
(1.0 unit)

1. SENTENCE STRUCTURE – IDENTIFY PARTS OF SPEECH
2. FRAGMENTS
3. FUSED SENTENCES, COMMA SPLICES
4. INDEPENDENT AND DEPENDENT CLAUSES
5. PREPOSITIONAL PHRASES
6. COMMONLY MISPELLED WORDS
7. BASIC PUNCTUATION

Eng 60A2
(1.0 unit)

8. SUBJECT-VERB AGREEMENT
9. VERB TENSE
10. PRONOUN USAGE
11. ADVERBS
12. PREWRITING TECHNIQUES INCLUDING OUTLINES
13. TOPIC SENTENCES AND CONCLUDING SENTENCES
14. PARAGRAPH DEVELOPMENT INCLUDING SUPPORT DETAILS AND UNITY
15. USING THE DICTIONARY AND THESARUS

Eng 60A3
(1.0 unit)

16. COMPARE AND CONTRAST
17. COMMAS AND CAPITALIZATION
18. SEMICOLONS AND COLONS
19. USING THE INTERNET AND THE LIBRARY FOR RESEARCH
20. APOSTROPHES
21. INDIRECT AND DIRECT QUOTES
22. ARGUMENT
23. WRITING AN OFFICE MEMO AND AN E-MAIL

Eng 60A4
(1.0 unit)

24. DESCRIPTION
25. ILLUSTRATION
26. SUMMARIZING

COMPUTER

Revised 07SUM

SKILLS PROGRAM COMPETENCIES

- CAT 99A
(.25 unit)
- 1. TYPING 20 WPM @ 80% ACCURACY
 - 2. TYPING 30 WPM @ 80% ACCURACY
 - 3. TYPING 40 WPM @ 80% ACCURACY

- CAT 99B
(.25 unit)
- 4. WINDOWS – BASIC TASKS, INTERMEDIATE AND ADVANCED LESSONS
 - 5. WINDOWS – TEST

- CAT 99C
(.25 unit)
- 6. WORD LAB 1
 - 7. WORD LAB 2
 - 8. WORD LAB 3

- CAT 99D
(.25 unit)
- 9. EXCEL LAB 1
 - 10. EXCEL LAB 2
 - 11. EXCEL LAB 3

BUSINESS ENGLISH

- CAT 30A
(1.0 unit)
- 1. REFERENCE MATERIALS
 - 2. PARTS OF SPEECH
 - 3. SENTENCES: ELEMENTS, PATTERNS, TYPES
UNIT REVIEW & WRITER'S WORKSHOP
 - 4. NOUNS
 - 5. POSSESSIVE NOUNS
 - 6. PERSONAL PRONOUNS

- CAT 30B
(1.0 unit)
- 7. PRONOUNS & ANTECEDENTS
UNIT REVIEW & WRITER'S WORKSHOP
 - 8. VERBS: KINDS, VOICES, MOODS
 - 9. VERB TENSES AND PARTS
 - 10. VERB AND SUBJECT AGREEMENT
 - 11. VERBALS
UNIT REVIEW & WRITER'S WORKSHOP
 - 12. MODIFIERS: ADJECTIVES & ADVERBS

- CAT 30C
(1.0 unit)
- 13. PREPOSITIONS
 - 14. CONJUNCTIONS THAT JOIN EQUALS
 - 15. CONJUNCTIONS THAT JOIN UNEQUALS
UNIT REVIEW & WRITER'S WORKSHOP
 - 16. COMMAS
 - 17. SEMICOLONS & COLONS
 - 18. OTHER PUNCTUATION
UNIT REVIEW & WRITER'S WORKSHOP

- EXTRA
- 19. CAPITALIZATION (EXTRA)
 - 20. NUMBERS (EXTRA)

Continued On Other Side