LABETTE COMMUNITY COLLEGE BRIEF SYLLABUS

SPECIAL NOTE:
This brief syllabus is not intended to be a legal contract. A full syllabus will be distributed to students at the first class session.

TEXT AND SUPPLEMENTARY MATERIALS USED IN THE COURSE (if any):
Please check with the LCC bookstore [http://www.labette.edu/bookstore](http://www.labette.edu/bookstore) for the required texts for this class.

**COURSE NUMBER:** PARA 122

**COURSE TITLE:** PARAEDUCATOR III

**SEMESTER CREDIT HOURS:** 1

**DEPARTMENT:** Paraprofessional and Developmental Disabilities

**DIVISION:** Workforce Education/Community Service

**PREREQUISITES:** PARA 101 Paraeducator I & PARA 102 Paraeducator II

Employed by school district or interlocal

**COURSE DESCRIPTION:**
This one credit-hour course is divided into eleven topical areas: Assessing ELL Students; Reading Comprehension: Narrative Texts; Reading Comprehension: Informative Texts; Reading Comprehension: Decoding and Layout; Writing Fundamentals: Parts of Speech and Sentences; Writing Fundamentals: Mechanics of Writing; Mathematics: Basic Skills; Mathematics: Fractions, Decimals, and Percentages; Mathematics: Basic Algebra; Mathematics: Geometry; and Mathematics: Data Analysis.

**COURSE OUTCOMES AND COMPETENCIES:**
Students who successfully complete this course will be able to:

1. Realize the impact and importance of their roles and responsibilities as paraeducators.
   - Understand school districts’ responsibility in meeting federal mandates for providing services to ELL students.
   - Name components of common language-proficiency evaluation tools.
   - Recognize varied aspects of informal assessment.
   - Understand factors that have a bearing when explaining student information to parents.

2. Demonstrate basic understanding of narrative texts
   - Review the elements of narrative texts.
   - Be able to interpret, synthesize and evaluate a variety of stories.
3. Demonstrate basic understanding of informative texts
   - Review the elements of informative texts.
   - Review five informative text structures.
   - Be able to interpret, synthesize and evaluate a variety of texts.

4. Demonstrate basic understanding of decoding unfamiliar vocabulary
   - Review strategies for decoding unfamiliar words.
   - Review the parts of words that aid in decoding unfamiliar words.
   - Review figurative language.
   - Review the informational layout of books.

5. Demonstrate basic understanding of grammar
   - Review the major parts of speech.
   - Review the parts of a complete sentence.
   - Review the different types of sentences.

6. Demonstrate a basic understanding of constructing readable and effective sentences
   - Review the rules for capitalization.
   - Review the major rules for punctuation.
   - Review the basic spelling rules for commonly misspelled words.

7. Refresh basic mathematical skills and develop new skills
   - Review basic mathematical concepts.
   - Review basic mathematical terminology such as sum, difference, product, quotient, numerator, denominator, and so forth.

8. Refresh skills regarding fractions, decimals and percentages
   - Review the basic mathematical operations of whole numbers.
   - Review the proper order for mathematical operations.
   - Recognize and interpret mathematical symbols.
   - Review improper fractions and mixed numerals.
   - Review the basic mathematical operations of fractions and decimals.
   - Review the computation of percentages.

9. Refresh skills regarding basic algebra
   - Review the use of symbols in algebra.
   - Evaluate simple algebraic expressions.
   - Review the methods for solving for a single, unknown variable.
   - Review the basic concepts of exponents.

10. Refresh skills regarding geometry
    - Review basic geometric terminology.
    - Identify basic geometric figures.
    - Review the formulas for computing perimeter, area, and volume for basic geometric shapes.
    - Review the process of plotting ordered pairs on a coordinate grid.
11. Refresh skills regarding data analysis
   • Review statistical terminology.
   • Review the process of interpreting bar and circle graphs.