**COURSE TITLE:** Vocational Preparatory Instruction  
**SYLLABUS FOR:** VPI Reading, Math and Language  

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**COURSE TITLE:** Vocational Preparatory Instruction  

**PREREQUISITE:** Test of Adult Basic Education (TABE)  

**COLLEGE TERM:** Open-entry/Open-exit.  

**COURSE DESCRIPTION:**  
The Vocational Preparatory Program is designed to assist students to meet the academic requirements in reading, math and language for entry into a post-secondary training program. Upon enrolling, the student is given the Test of Adult Basic Education (TABE) to assess his/her level of skills in reading, mathematics and English. Test results are analyzed in each of the three areas to develop individualized learning prescriptions. Students work at their own pace, and are required to achieve a minimum of 85% on each assignment before moving to the next module. When the student completes all assignments in the prescription, he/she is tested to determine progress. Additional prescriptions are developed for each student, as determined by the test analysis.

**TEXTBOOKS/HANDOUTS:**  
Chipola College Student Handbook, course syllabus, handouts, filmstrips, videos, CDs and workbooks all provided by the Success Center.

**HOW YOU ARE MEASURED: (GRADES)**  
40% Employable Behavior/Attendance  
30% Performance  
30% Written assignments/Tests

**GRADES:**  
S – Satisfactory  
N- Needs Improvement  
U- Unsatisfactory

**HOW THE COURSE IS TAUGHT:**  
This course is competency-based, self-paced learning program using handouts, hands-on instruction, computer-assisted instruction, video tapes, and instructor demonstrations.
MAJOR COURSE OBJECTIVES:
Upon completion of this course the student will demonstrate an understanding of basic reading, math and language and be prepared to succeed in the next level of their chosen educational career.

STRATEGIES:
1. Attending classes.
2. Completing reading and homework assignments.

PROGRESS:
Proceed at your own pace using video tapes, textbooks, workbooks, handouts, and computers. If at any time you have a problem relating to the course, contact the instructor who will help you solve the problem.

HOMEWORK:
You will progress at the desired pace if you complete your competency reading assignments as homework and utilize your classroom time for videos, computer assignments, and performance and written competency examinations.

CONFERENCES AND ASSISTANCE:
You are welcome and encouraged to come to my office to talk over any problem you may have in this course.

OFFICE-LAB HOURS:
Class and office hours are posted on the door and may vary each semester.

EXAMINATIONS:
Module tests throughout prescription and the TABE post test.

ATTENDANCE:
You are expected to be on time and to attend class. There are three acceptable excuses for absences: (1) severe illness, doctor excused absences require written and signed excuse from doctor, (2) death in the immediate family, and (3) official college activity (approved by Student Services). Any questionable excuse shall be verified by the Office of Workforce Development. Be sure to sign “in” and “out” when arriving and departing classes. Leave your time card in the classroom. NO CELL PHONES ALLOWED.

WITHDRAWAL:
A student desiring to withdraw from the course of study must do so by the deadline published in the class schedule and college catalog for the particular term.

Credit for this course will not apply toward the Associate of Arts Degree.

Revised 10-06