

## SYLLABUS FOR LEARNING SKILLS 2C- SECTION 0361

English Fundamentals (1Units CR/NCR)

Fall: 2008: September 15 '08 –November 01, '08 (7 Weeks)

Instructor: Christina Anketell

### Course Information:

Lecture:

Days: Monday and Wednesday  
Time of Lecture: 11:35 a.m.- 1:10 p.m.  
Room Number: E212

Laboratory ("Lab")

Days: TBA ("To Be Announced" or "To Be Arranged") \*  
Time Required for Lab: 3 hours and 20 minutes each week  
Room Number: C-212  
Notes: One (1) hour per week in Writing Center is required

\* TBA is a commonly-used abbreviation used when details of a class are different for each student. In this case, the student will choose days that are convenient to his or her schedule.

### Instructor's Information:

Instructor: Christina Anketell  
Telephone Number: (213) 763-3741  
E-mail: anketecp@lattc.edu  
Office Hours: Tuesday and Thursday 12:00 p.m. – 1:00 p.m.

### Course Description:

This course focuses on developing skills needed to improve writing paragraphs and composing well-organized essays in key rhetorical modes.

### Student Learning Outcomes:

Upon successful completion of this course, students will be able to:  
Students will demonstrate their knowledge of paragraph organization by writing a 5-paragraph essay utilizing the writing process of planning, organizing, writing, evaluating and revising.

### Textbooks Required for the Course:

1. Standard English Dictionary
2. Writing Skills: Success in 20 Minutes a Day

### Lab Assignments:

1. Computer –Assisted PLATO Software program
2. Additional websites (You will need Internet access)

### Supplies Required for the Course:

1. Yellow Highlighter (for emphasizing important rules, notes, and/or information during reading)
2. Paper
3. Pencils and Colored Ink Pens (in addition to blue and/or black, for correcting your work)

### Class Format:

This is a lab course that has two parts. The first part is the *lecture* that meets regularly, in a classroom. The second part is the *laboratory* (also known as the "lab"), where useful learning and demonstration take place.

A laboratory is the hands-on, practical component of the course that will accompany the lecture and course material. During the lab, students will be provided with individual tasks designed for additional practice and the mastery of concepts and strategies presented in class. The lab component is primarily based on the computer – assisted PLATO software program. Students are expected to satisfactorily complete 90% of the program. In addition, students may be assigned additional on-line assignments, books, tapes, and/or workbooks that may cover a variety of skills and levels. A lab assignment may be completed on campus (Learning Skills Computer Lab or Instructional Resources Lab (IRL)), online, or off-campus). If the lab you are completing does not automatically provide a report of hours, you must manually log the hours you complete.

### **Attendance:**

The student is expected to attend every meeting of all classes for which they are registered. To avoid being dropped from class, students should contact the instructor when they are absent for emergency reasons. Though students may be absent from a class, an absence does not relieve the student of the responsibilities of the class.

Students who are pre-registered in a class and miss the first meeting may lose their right to a place in the class, but the instructor may consider special circumstances. Whenever students are absent more hours than the number of hours the class meets per week, the instructor may drop them from class. In addition, the instructor will consider whether there are mitigating circumstances which may justify the absences. If the instructor determines that such circumstances do not exist, the instructor may exclude a student from the class.

If a student stops attending classes or withdraws from school, proper notification must be given to the admissions office and instructor. Students are responsible for dropping a class that they stop attending. If the class is not dropped, the student may receive a grade of “No Credit” for the class. Excessive unexcused absences or tardies may result in exclusion from the class.

### **Procedures and Etiquette for all Learning Skills Labs:**

1. Keep your voices low while working in the lab. It is a classroom environment.
2. Refrain from eating or drinking in the lab.
3. Silence or place your cell phones and pagers on vibrate. If asked by an instructor or staff member to turn off your cell phone or use it outside, please follow the given instructions.
4. Do not bring visitors (of any age) to the lab.
5. Put the help cone on top of your computer if you need technical or computer assistance.
6. Go to an instructor for help if you have questions or need assistance with your work.
7. Refer to the Computer Lab User Agreement for additional information.

### **Learning Skills Computer Lab Hours:**

*Fall & Spring:*

Monday – Thursday:	8:00 a.m.-8:00 p.m.
Friday	8:00 a.m.-2:00 p.m.
Saturday	9:00 a.m.-1:30 p.m.

*Winter & Summer:*

Monday – Thursday:	8:00 a.m.-4:00 p.m.
Friday	8:00 a.m.-2:00 p.m.
Saturday	Closed

### **Holidays:**

*The college will be closed on the following holidays:*

### **Grading:**

*This class is graded on a Credit (CR) or No Credit (NCR) system. In order to pass the class with a grade of Credit, you must satisfy the following requirements:*

1. Complete all classroom and homework assignments.
2. Complete the computer-assisted program or PLATO at 90% or more.
3. Finish assigned supplemental (computer lab, instructional resources lab, and/or online) assignments and satisfy required lab hours.

### **Americans with Disabilities Act:**

Students with disabilities who need any assistance or accommodations should contact the instructor within the first two weeks of class.

If you believe that you may need accommodations in this class, you are encouraged to contact Disabled Student Services at (213) 763-3773 or go to E-110 as soon as possible to better ensure such accommodations are implemented in a timely fashion.

### **Weekly Schedule of Topics:**

The topics covered, calendar, and grading are subject to change to meet the needs of students in the course. Announcements will be made in class and students will be advised of changes as they occur. Students are responsible for adjusting the calendar. It is strongly recommended that students get the phone numbers of two other students in the class in case of absences. *To help you keep track of your work, check the box as you complete a topic or assignment.*

Week 1: September 15 – 19, 2008

Topic — Introduction to the Class

Nouns & Pronouns

- Computer lab orientation and introduction to computer basics and CAI software
- Overview of class, syllabus, and lab schedule
- Capitalization
- Punctuation
- Writing Assignment: Thesis Statement
- Meeting #1 with instructor*

Week 2: September 22 – 26, 2008

Topic Sentence Structure and Punctuation

- Commas and sentence parts
- Commas that separate
- Apostrophes and dashes
- Colons and semicolons
- Writing Assignment: Topic Sentences

Week 3: September 29 – October 3, 2008

Topic Verbs:

- Verb Tenses
- Subject-verb agreement
- Complete sentences
- Recognizing fragments
- Writing Assignment: Supporting Ideas
- Meeting #2 with Instructor*
- Composition #1 (First Draft)*

Week 4: October 6 – October 10, 2008

- Coordinating conjunctions
- Compound/complex sentences

- Transitions
- Writing Assignment: Using Transitional Expressions for Paragraph Coherence  
*Composition #1 (Final Draft)*

Week 5: October 13 – October 17, 2008

- Quotation marks
- Modifiers
- Punctuation Review
- Writing Assignment: Making Paragraphs Coherent  
*Composition #2 (First Draft)*

Week 6: October 20 – October 24, 2008

Homonyms

- Correcting misused words and phrases
- Parallel structure
- Writing Assignment: Making Paragraphs Coherent  
*Composition #2 (second draft)*

Week 7: October 27 – October 31, 2008

- Grammar review
- Writing Assignment: Final Writing Assignment
- Meeting #3 with instructor*

## Lab Assignments:

Based on your individualized needs, you will need to complete the lab assignments listed below. These assignments may come from the PLATO Software program, websites, and/or workbooks and handouts from the IRL or Writing Center. *Your instructor has checked off the assignments that you are required to complete. You may keep up with the date you completed the assignment and document your grade or score.*

Topic	Date Completed	Instructor's Initials
<b>A. SENTENCE STRUCTURE</b>		
1. Sentence Fragments		
2. Dependent and Independent Clauses		
3. Run-on Sentences 2		
4. Misplaced Modifiers		
5. Parallel Structure within Sentences		
6. Awkward Sentence Structure		
<b>B. LOGIC AND ORGANIZATION</b>		
1. The Topic Sentence		
2. Unnecessary Sentences		
3. Order of Sentences in Paragraphs		
4. Transitional Devices		
5. Improving Structure in Paragraphs		
6. Paragraph Development and Organization		
<b>C. ESSAY WRITING</b>		
1. The Writing Process		
2. Working with the Topic		
3. From Ideas to Sentences		
4. Revising and Editing		
<b>D. WRITING LETTERS</b>		
1. Writing Personal and Business Letters		
2. Addresses and Return Addresses		
3. Letter of Application		
4. Filling Out an Application		
<b>E. WRITING RESUMES &amp; SHORT ESSAYS</b>		
1. Writing a Resume		
2. Writing a Short Essay		

## LEARNING SKILLS COMPUTER LAB DAILY SCHEDULE

### Learning Skills Computer Lab Hours:

Fall & Spring: Monday -Thursday 8:00 a.m.-8 p.m., Friday 8:00 a.m.-2 p.m., Saturday 9:00 a.m.-1:30 p.m.  
 Winter & Summer: Monday – Thursday 8:00 a.m.-2 p.m., Friday 8:00 a.m.-2 p.m.

### Directions:

Write the following abbreviations in the block of time that you will dedicate to each component of your Learning Skills class. You may also use this schedule to manage your other classes, travel and study time.

- “LS Class” and the section number for the lecture component of your class.
- “LS Lab” and the section number for the computer lab component of your class.
- “IRL” and the section number for the time you will spend in the Instructional Resources Lab.
- “WC” and the section number for the time you will spend in the Writing Center.
- “MI” and your instructor’s name in the block of time that you will meet with your instructor (at least once a week).

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8 a.m. to 9 a.m.						
9 a.m. to 10 a.m.						
10 a.m. to 11 a.m.						
11 a.m. to 12 p.m.						
12 p.m. to 1 p.m.						
1 p.m. to 2 p.m.						
2 p.m. to 3 p.m.						
3 p.m. to 4 p.m.						
4 p.m. to 5 p.m.						
5 p.m. to 6 p.m.						
6 p.m. to 7 p.m.						
7 p.m. to 8 p.m.						

### Your Commitment:

I make a commitment to spend time working on my supplemental assignments in the computer lab, instructional resources lab (IRL), and/or online. I will also meet with my instructor(s) and turn in a progress report (if applicable) on a weekly basis. I have completed the schedule above to demonstrate my dedication to completing all of the requirements, including attendance, to pass this course.

Signed by (Your Name)	Date	Course Names & Section Numbers:
Witnessed by (Instructor’s Name)	Date	_____
		_____

# LEARNING SKILLS CONTACT LIST

## Peer Contact List:

Get a "study buddy." Find someone in the class who cares as much about doing well in the class as you do. Make a habit of getting together to do your homework, or talking about the homework on the phone. School can so much more interesting when you have a friend with whom you can work together. When you are absent, call your study buddy to find out what you missed. Keep this top portion for your own records.

**Study Buddy #1:** \_\_\_\_\_

Course Name & Section  
Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Study Buddy #2:** \_\_\_\_\_

Course Name & Section  
Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Study Buddy #3:** \_\_\_\_\_

Course Name & Section  
Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

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**Student's Contact Information:**

Sometimes your contact information changes and is different from what is on record in the Registrar's office. In order to have your most updated information, fill out the form below, cut along the dotted lines and return to your instructor by the end of the first week of classes.

Your Name: \_\_\_\_\_

Course Name & Section Number: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Home Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_