

# SYLLABUS FOR LEARNING SKILLS 39C - SECTION 0405

## Child Development, Learning Skills: Math and Employment Skills

### (1 unit CR/NCR)

Fall Semester: September 15 – December 19, 2008 (14 Weeks)

Instructor: Christina Anketell

#### Laboratory (“Lab”)

Days: TBA (“To Be Announced” or “To Be Arranged”) \*  
Time Required for Lab: 3 hours and 10 minutes each week  
Room Number: C-102

\* 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 is a computer lab class which focuses on assisting students enrolled in the Child Development program develop math and employments skills to enable them succeed in their child development coursework..

#### Student Learning Outcomes:

Upon successful completion of this course, students will be able to:

- Compute and use basic math skills which cover four operations with whole numbers, fractions, decimals and word problems.
- Demonstrate understanding of important workplace and employment skills.

#### Textbooks Required for the Course:

- Standard English Dictionary
- On-line Assignments
- Additional websites and online readings (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 laboratory (also known as the “lab”) course, where useful learning and demonstration take place. A laboratory is hands-on and practical. During the lab, students will be provided with individual tasks designed for practice and mastery of concepts and strategies.

Students can register later or earlier than the official registration period and, in consultation with the instructor, choose an entry and exit date. Although there are no specific meeting times for this type of course, students must meet with the instructor at least once a week. This schedule will be mutually agreed upon by the student and instructor. Instructors’ hours will be posted in the lab.

### Attendance:

The student is expected to complete assigned hours and material on a weekly basis . 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:*

Veteran’s Day	November 11, 2008
Thanksgiving	November 27-28, 2008

### 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:*

- Satisfactorily complete all classroom and homework assignments
- Complete Level 3 and 4 of the *KeyTrain Program*
- Meet weekly with the instructor to obtain and/go over math assignments
- Complete all material assigned by the instructor
- Keep a strict accounting of time spent on KeyTrain and meetings with instructor (Page 5 of your syllabus).

**IN ORDER TO GET CREDIT IN THIS CLASS, YOU MUST TURN THIS COMPLETED ASSIGNMENT SHEET.**

**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.

## Learning Skills 39B – Lab Schedule

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

Home telephone#: \_\_\_\_\_

Cell Phone#: \_\_\_\_\_

e-mail address: \_\_\_\_\_

Child Development 1 Instructor: \_\_\_\_\_

KeyTrain Math Pre-Test Assignment score: \_\_\_\_\_

Instructor Recommendations: \_\_\_\_\_

Week 1	Sept. 15-19,2008							Instructor 's
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours	Signature
<b><u>KeyTrain</u></b>								
<b>Time Spent</b>								
<b>Math assignments completed</b>								
<b>Employment assignments completed</b>								
Week 2	Sept. 22-26,2008							Instructor 's
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours	Signature
<b><u>KeyTrain</u></b>								
<b>Time Spent</b>								
<b>Math assignments completed</b>								
<b>Employment assignments</b>								

<b>Completed</b>								
<b>Week 3</b>	<b>Sept. 29- Oct. 3,</b>	<b>2008</b>						<b>Instructor 's</b>
	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Total Hours</b>	<b>Signature</b>
<b><u>KeyTrain</u></b>								
<b>Time Spent</b>								
<b>Math assignments completed</b>								
<b>Employment assignments completed</b>								
<b>Week 4</b>	<b>Oct. 6-10,</b>	<b>2008</b>						<b>Instructor 's</b>
	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Total Hours</b>	<b>Signature</b>
<b><u>KeyTrain</u></b>								
<b>Time Spent</b>								
<b>Math assignments completed</b>								
<b>Employment assignments completed</b>								
<b>Week 5</b>	<b>Oct. 13 - 17</b>	<b>2008</b>						<b>Instructor 's</b>
	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Total Hours</b>	<b>Signature</b>
<b><u>KeyTrain</u></b>								
<b>Time Spent</b>								
<b>Math assignments completed</b>								
<b>Employment assignments completed</b>								
<b>Week 6</b>	<b>Oct.20-24,</b>	<b>2008</b>						<b>Instructor 's</b>

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours	Signature
<b><u>KeyTrain</u></b>								
<b>Time Spent</b>								
<b>Math assignments completed</b>								
<b>Employment assignments completed</b>								
<b>Week 7</b>	<b>Oct. 27-21,</b>	<b>2008</b>						<b>Instructor 's</b>
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours	Signature
<b><u>KeyTrain</u></b>								
<b>Time Spent</b>								
<b>Math assignments completed</b>								
<b>Employment assignments completed</b>								
<b>Week 8</b>	<b>Nov. 3-7,</b>	<b>2008</b>						<b>Instructor 's</b>
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours	Signature
<b><u>KeyTrain</u></b>								
<b>Time Spent</b>								
<b>Math assignments completed</b>								
<b>Employment assignments completed</b>								
<b>Week 9</b>	<b>Nov. 10-14,</b>	<b>2008</b>						<b>Instructor 's</b>
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours	Signature
<b><u>KeyTrain</u></b>								
<b>Time Spent</b>								

Math assignments completed								
Employment assignments Completed								
<b>Week 10</b>	<b>Nov. 17-21</b>	<b>2008</b>						<b>Instructor 's</b>
	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Total Hours</b>	<b>Signature</b>
<u><b>KeyTrain</b></u>								
<b>Time Spent</b>								
Math assignments completed								
Employment assignments completed								
<b>Week 11</b>	<b>Nov. 24-28</b>	<b>2008</b>						<b>Instructor 's</b>
	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Total Hours</b>	<b>Signature</b>
<u><b>KeyTrain</b></u>								
<b>Time Spent</b>								
Math assignments completed								
Employment assignments completed								
<b>Week 12</b>	<b>Dec. 1-5</b>	<b>2008</b>						<b>Instructor 's</b>
	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Total Hours</b>	<b>Signature</b>
<u><b>KeyTrain</b></u>								
<b>Time Spent</b>								
Math assignments completed								

<b>Employment assignments completed</b>								
<b>Week 13</b>	<b>Dec. 8-12</b>	<b>2008</b>						<b>Instructor 's</b>
	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Total Hours</b>	<b>Signature</b>
<i><b>KeyTrain</b></i>								
<b>Time Spent</b>								
<b>Math assignments completed</b>								
<b>Employment assignments completed</b>								
<b>Week 14</b>	<b>Dec. 15-19</b>	<b>2008</b>						<b>Instructor 's</b>
	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Total Hours</b>	<b>Signature</b>
<i><b>KeyTrain</b></i>								
<b>Time Spent</b>								
<b>Math assignments completed</b>								
<b>Employment assignments completed</b>								

**Instructor: Christina Anketell**

**Room: C-102**

**Telephone: 213-763-3741**

**E-Mail: [anketecp@lattc.edu](mailto:anketecp@lattc.edu)**

Welcome to the Learning Skills 39C class. This class is focused on developing your math skills and strategies to help you be successful in your Child Development classes.

**Class begins on Monday, September 15, 2008.**

**Plan to begin working on your assignments right away. You can come to the lab and I will help you get started.**

### **Course Requirements**

Learning Skills 39C is a lab class. The material has been developed so that you can work independently at your own pace. Most of the material has been developed so that you can access it on-line.

**ALL STUDENTS NEED TO BE REGISTERED IN THE LEARNING SKILLS LAB.**

**PLEASE MAKE SURE YOU HAVE COMPLETED THE BLUE ENROLLMENT FORM.**

You are expected to spend a minimum of **2 ½ hours a week** on the assignments. Your work will be monitored weekly.

***You are expected to meet with your instructor weekly.***

***Please make sure you get your assignment sheet signed off.***

***If you have internet access, you may work on KeyTrain from your home computer. If you do so, please keep a record of your time. Your syllabus has a form that you can use for this purpose.***

### **Instructions for KeyTrain**

1. Open the website: <http://www.keytrain.com/>.
2. On right-hand corner of the website, under **FOR EXISTING USERS**, find [run KeyTrain on line](#) and click.
3. Your **username** is: 3, your last name, and the last four digits of your school Id. **( 3garcia9056)**
4. Your **password** is: 00 + the last four digits of your ID. **(009056).**
5. Click on **[My Assignments](#)**.
6. Begin with the **[Pre-Test](#)** for the **Math component**.
7. If you need further assistance:
  - click on the **[Support](#)** button located at the top right hand corner of the home page.
  - Click on the **[Student Manual](#)**.
  - Scroll down the document to the required information.