

SYLLABUS FOR LEARNING SKILLS 10A - SECTIONS 0363 and 0364

Mathematics Fundamentals (1 Units CR/NCR)

Fall 2008: September 15th – December 21st, 2008(14 Weeks)

Instructor: Ms. Armstrong

Course Information:

Lecture:

Days:	Tuesday	or	Wednesday
Time of Lecture:	10:10am-11:15am		11:45am – 12: 35pm
Room Number:	C-200		

Instructor's Information:

Instructor: Ms. Armstrong
Telephone Number: (213) 763-3698
E-mail: armstrmc@lattc.edu
Office Hours:

Course Description:

Students will receive individualized, small group, and computer assisted instruction designed to build skills for entry into basic math classes and other college courses.

Student Learning Outcomes:

Students will be able to understand large numbers and subtraction, multiplication, and division of whole numbers. They will be able to describe and compare simple fractions and decimals. They will understand the properties of, and the relationships between, plane geometric figures. Students will be able to collect, represent, and analyze data to answer questions.

Student Learning Objectives:

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

1. Calculate mathematical problems using addition, subtraction, multiplication and/or division
2. Choose the correct math operation(s) for specific math problems
3. Demonstrate the proper use of addition, subtraction, multiplication, and division
4. Solve basic math word problems relevant to the operations covered
5. Understand the use of basic math calculations in work and everyday experiences

Textbooks Required for the Course:

1. Contemporary's Number Power #1: A Real World Approach to Math – Addition, Subtraction, Multiplication, and Division by J. Howett (2000)
2. Additional websites and online assignments/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 lecture course which meets in the classroom once a week. Students are strongly encouraged to make use of the Learning Skills computer lab and the available computer software. Students are especially encouraged to use the "Plato" computer software to practice the skills and content learned in class as well as to complete their homework assignments.

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:

Veteran’s Day:	November 10 th , 2008
Thanksgiving:	November 27 th -30 th , 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:

Grading cont.

1. Complete all assignments with a grade of “C” or better. Grades are calculated as follows:
 - A = 100%–90%
 - B = 89%–80%
 - C = 79%–70%
 - D = 69%–60%
 - F = 59% and under

Note: Students with more than 2 absences will be required to complete 85% in the Plato mastery of tests.

2. Finish 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 15th -19th, 2008
 Topic — Introduction to the Class
 Computer lab orientation and introduction to computer basics and CAI software
 Overview of class, syllabus, and lab schedule
 Pre-test
 Introduction to math and study strategies (which will be used throughout the semester in your work)
- Week 2: September 22nd-26th, 2008
 Topic — Place Value
 Understanding place value – pgs. 6-8
 Zeros and Place Value – pgs.9-10
 Rounding Whole Numbers – pgs. 11-12
 Skills Inventory – pgs. 13-14
- Week 3: September 29th –October 3rd, 2008
 Topic — Addition
 Basic Addition Facts to Adding and Carrying pgs. 15-22
 Adding Numbers Written Horizontally – pg. 23
 Applying Your Addition Skills and Addition Review – pgs. 27-32
- Week 4: October 6th-9th, 2008
 Topic — Subtraction
 Basic Subtraction Facts – pgs. 35-36
 Subtracting Larger Numbers, Borrowing, and Subtracting from zeros – pgs. 37-48
- Week 5: October 13th-17th, 2008
 Topic — Subtraction cont.
 Word Problems using subtraction (pgs. 52-55) and addition (pgs. 27-30)
- Week 6: October 20th – 24th, 2008
 Topic — Multiplication
 Multiplication Cards
 Basic Multiplication pgs. - 62- 66
- Week 7: October 27th – October 31st, 2008
 Topic — Multiplication cont.
 Multiplying Larger numbers – pgs. 67-68
 Multiplying and Carrying/Multiplying by zeroes – pgs. 71-75
- Week 8: November 3rd -7th, 2008

Topic — Basic Division

- Basic Division – pgs. 90-92
- Dividing by one, two, and three digit numbers and remainders – pgs. 93-106

Week 9 November 10th -14, 2008

Topic — Basic Division cont.

- Basic Division – pgs. 90-92
- Dividing by one, two, and three digit numbers and remainders – pgs. 93-106

Week 10 November 17th – 21st, 2008

Topic — Multiplication and Division word Problems

- Multiplication Word Problems – pgs. 79-83
- Division Word Problems – pgs. 111-116

Week 11 November 24th – 28th, 2008

Topic — Posttest

- Posttest covering addition, subtraction, multiplication, and division – pgs. 125-128

Week 12 December 1st – 5th, 2008

Topic — Measurement

- Changing units of measure - pg. 130
- Adding and Subtracting Units of measure – pgs. 131-132

Week 13 December 8th – 12th, 2008

Topic — Measurement cont.

- Multiplying and Dividing Measurement -pgs. 133-134

Week 14 December 15th – 19th, 2008

Topic — Final test

- Posttest

Lab Assignments:

Based on your individualized needs, you will need to complete the lab assignments listed below. These assignments may come from computer-aided software (GED 21st Century, Learning 100, PLATO, Reading Horizons, Read On!, or Rosetta Stone), websites, and/or workbooks from the Reading Lab located in the Mastery Center (C-107). *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.*

Computer-Assisted Instruction		Assignment	Date	Grade/ Score
Reading Software and Additional Lab Work				
<input type="checkbox"/>	Informal Reading Pretest	_____	_____	_____
<input type="checkbox"/>	GED 21 st Century Reading Tests	_____	_____	_____
<input type="checkbox"/>	GED Official Practice Test	_____	_____	_____
<input type="checkbox"/>	Key Train (www.keytrain.com)	_____	_____	_____
<input type="checkbox"/>	PLATO Fastrack	_____	_____	_____
<input type="checkbox"/>	PLATO Lessons	_____	_____	_____
<input type="checkbox"/>	Read On!—Placement Test	_____	_____	_____
<input type="checkbox"/>	Read On!—Lessons	_____	_____	_____
<input type="checkbox"/>	Reading Horizons—Pretest	_____	_____	_____
<input type="checkbox"/>	Reading Horizons—Lessons	_____	_____	_____
<input type="checkbox"/>	Reading Horizons—Posttest	_____	_____	_____
<input type="checkbox"/>	Reading for Understanding (SMC’s Web site)	_____	_____	_____
<input type="checkbox"/>	<i>Timed Readings Plus in Science</i>	_____	_____	_____
<input type="checkbox"/>	Other (Description: Online)	_____	_____	_____
<input type="checkbox"/>	Other (Description: _____)	_____	_____	_____
<input type="checkbox"/>	Informal Reading Posttest	_____	_____	_____

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.
- “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

Witnessed by (Instructor’s Name) Date

Course Names & Section Numbers:

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 be 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: _____

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: _____