SYLLABUS FOR LEARNING SKILLS 10B - SECTIONS 0365, 0366, 0367

Mathematics Fundamentals (1 Unit CR/NCR)
Fall 2008: September 15th – December 21st, 2008 (14 week)
Instructor: Ms. Armstrong

Course Information:

Laboratory ("Lab")

Days:	TBA ("To Be Announced" or "To Be Arranged") *
Time Required for Lab:	3 hours and 45 minutes each week
Room Number:	C-102
Notes:	One (1) hour per week in the Instructional Resources Lab (IRL) 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:	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 increase their facility with the four basic arithmetic operations applied to fractions, decimals, and positive and negative numbers. They will know and use common measuring units to determine length and area and know and use formulas to determine the volume of simple geometric figures. Students will understand the concept of angle measurement and use a protractor and compass to solve problems. They will use grids, tables, graphs, and charts to record and analyze data.

Student Learning Objectives:

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

1. Choose the correct math operation(s) for specific math problems
2. Calculate mathematical problems using fractions, decimals, and percents
3. Demonstrate proper use of fraction, decimal, and percent calculations
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 Recommended for the Course but not required

1. Contemporary's Number Power # 2 - A Real World Approach to Math – Fractions, Decimals, and Percents 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/Notebook
3. Pencils and Colored Ink Pens (in addition to blue and/or black, for correcting your work)

Class Format:

This is a lab class 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 assignments may include work from computer-assisted instruction (also known as CAI), 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 work in the Learning Skills Computer lab using Plato (the computer software) to complete the assignments for the class. Students are expected to develop a schedule for completing their weekly work and to keep up with their progress.

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.

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:		*Winter & Summer:*	
Monday – Thursday:	8:00 a.m.-8:00 p.m.	Monday – Thursday:	8:00 a.m.-4:00 p.m.
Friday	8:00 a.m.-2:00 p.m.	Friday	8:00 a.m.-2:00 p.m.
Saturday	9:00 a.m.-1:30 p.m.	Saturday	Closed

Holidays:

The college will be closed on the following holidays:

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

1. Complete all assignments with a grade of "A" or better. Students are expected to complete 100% of the mastery of tests. Grades are calculated as follows:
   - A = 100%–90%
   - B = 89%–80%
   - C = 79%–70%
   - D = 69%–60%
   - F = 59% and under
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: Sept. 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: Sept. 22nd – 26th, 2008
Topic — Fractions
- ☐ Fractions Skills Inventory - pgs. 8-10
- ☐ Understanding Fractions, Writing Fractions, and Forms and Size of Fractions – pgs. 11-14
- ☐ Reducing Fractions – pgs. 15-17
- ☐ Raising Fractions to Higher Terms – pg. 18

Week 3: Sept. 29th – Oct. 3rd, 2008
Topic — Fractions cont.
- ☐ Changing Improper Fractions to Whole or Mixed Numbers – pgs. 19-20
- ☐ Changing Mixed Numbers to Improper Fractions – pg. 21
- ☐ Adding Fractions with the Same Denominators - pgs. 22-24
- ☐ Adding Fractions with Different Denominators and Common Denominators – pgs. 25-28

Week 4: Oct. 6th – 10th, 2008
Topic — Fractions cont.
- ☐ Estimating Answers – pg. 29
- ☐ Applying Your Additions Skills (Word Problems) – pg 30
- ☐ Subtracting Fractions with the Same and Different Denominators – pgs. 31-33
- ☐ Borrowing and Subtracting Fractions – pgs. 34-36

Week 5: Oct. 13th – 17th, 2008
Topic — Fractions cont.
- ☐ Applying Your Subtraction Skills (Word Problems) – pgs. 37-38
- ☐ Multiplying Fractions and Canceling – pgs. 39-41
- ☐ Multiplying Fractions, Whole Numbers, and Mixed Numbers – pgs. 42-43
- ☐ Rounding and Estimating – pg. 44

Week 6: Oct. 20th – 24th, 2008
Topic — Fractions cont.
- ☐ Applying Your Subtraction Skills (Word Problems) – pgs. 37-38

- ☐ Multiplying Fractions and Canceling – pgs. 39-41
- ☐ Multiplying Fractions, Whole Numbers, and Mixed Numbers – pgs. 42-43
- ☐ Rounding and Estimating – pg. 44

Week 7: Oct. 27th – 31st, 2008
Topic — Fractions cont. begin Decimals and Percents

- ☐ Applying Your Multiplication Skills – pgs. 45-46
- ☐ Dividing by Fractions, Whole Numbers, and Mixed Numbers – pgs. 47-54

Week 8 Nov. 3rd – 7th, 2008
Topic — Fractions cont. begin Decimals and Percents cont.

- ☐ Applying Your Multiplication Skills – pgs. 45-46
- ☐ Dividing by Fractions, Whole Numbers, and Mixed Numbers – pgs. 47-54

Week 9: Nov. 10th – 14th, 2008
Topic — Fractions cont.

- ☐ Finding part of a number
- ☐ Percents to decimals to fractions
- ☐ Fractions, to decimals, to percents.

Week 10: Nov. 17th – 21st, 2008
Topic — Word Problems

- ☐ Addition, subtraction, multiplication and division word problems with fractions.

Week 11: Nov. 24th – 28th, 2008
Topic — Decimals

- ☐ Addition of decimals
- ☐ Division of decimals

Week 12: December 1st – 5th, 2008
Topic — Word Problems

- ☐ Addition and subtraction word problems with decimals
- ☐ Multiplication and division word problems with decimals

Week 13: Dec. 8th – 12th, 2008
Topic — Geometric shapes and formulas

- ☐ Rectangles
- ☐ Squares

Week 14: Dec. 15th – 19th, 2008
Topic — Post Test

- ☐ Post Test

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 Reading Software and Additional Lab Work	Assignment	Date	Grade/ Score
☐	Informal Reading Pretest	Description		
☐	GED 21st Century Reading Tests	Description		
☐	GED Official Practice Test	Description		
☐	Key Train (www.keytrain.com)	Description		
☐	PLATO Fasttrack	Description		
☐	PLATO Lessons			
☐	Read On!—Placement Test	Description		
☐	Read On!—Lessons	Description		
☐	Reading Horizons—Pretest	Description		
☐	Reading Horizons—Lessons	Description		
☐	Reading Horizons—Posttest	Description		
☐	Reading for Understanding (SMC's Web site)	Description		
☐	*Timed Readings Plus in Science*	Description		
☐	Other (Description: Online)			
☐	Other (Description:)	Description		
☐	Informal Reading Posttest	Description		

LATTC

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.						
11a.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 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: _____