



SYLLABUS FOR LEARNING SKILLS 185 - SECTION 0413

Directed Study (1 Unit CR/NCR)

Fall 2008: September 15, 2008-December 21, 2008 (14 Weeks)

Instructor: Dr. Ayesha Randall

Course Information:

Laboratory ("Lab")

Days: TBA ("To Be Announced" or "To Be Arranged") *

Time Required for Lab: 1 hour and 55 minutes each week

Room Number: C-102

Notes: One (1) hour per week in the Instructional Resources Lab (IRL) is strongly encouraged

*TBA means "To Be Announced" or "To Be Arranged." This is a commonly-used abbreviation often used when a lab time is required, but the time can be arranged based on the student's schedule. Therefore, the time and days of each class will be different for each student. The student will meet with an instructor and choose days that are convenient to his or her schedule. TBA may also be used to indicate that a room or other information is not available at the time of scheduling. Check with an instructor or counselor for more current information.

Instructor's Information:

Instructor: Dr. Ayesha Randall
Telephone Number: (213) 763-3738
E-mail: randalla@lattc.edu
Office Hours: Tuesday 1:15 p.m.-5:40 p.m.

Course Description:

This course helps students to enhance interpersonal skills for communicating and building effective work and personal relationships. The focus is on self-concept, behavior, work habits, relationships, and communication skills. It also assists students with the job search process and helps improve self-confidence concerning skills and abilities.

Student Learning Outcomes:

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

1. Determine the actions people choose to improve their self-concept
2. Identify their own needs, values, and beliefs
3. Give and receive advice to improve their self-concept and change their thinking

Textbooks Required for the Course:

There is no textbook required for this class.

Supplies Recommended:

1. Yellow highlighter (for emphasizing important rules, notes, and/or information during reading)
2. Notebook paper
3. Pencils and colored ink pens (in addition to blue and/or black, for correcting your work)
4. One flash/thumb drive to save your work for upload to an e-portfolio

5. A three-ring binder and dividers or a folder with two inside pockets
6. Earphones
7. Standard English Dictionary

Class Format:

This is a *laboratory* (also known as the “lab”) class, where useful learning and demonstration take place. A lab class is hands-on and practical. During the lab class, students will be provided with individual tasks designed for practice and mastery of concepts and strategies. 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. Additional lab assignment may be completed on campus (Learning Skills Computer Lab or Instructional Resources Lab (IRL), online, or off-campus). If the lab does not automatically provide a report of hours, students must manually log the hours they complete. When this is applicable, the instructor will give further details.

This class is offered in an open entry, open exit (OE/OE), self-paced format. This is an alternative course designed for students who can master course material without traditional classroom instruction or who may benefit individualized instruction. There are no traditional lectures, or in some cases regularly scheduled classes, so students may complete the course at their own pace—in several weeks, a month, or a semester. These flexible courses are designed to help students become more disciplined and motivated and allow great control over their learning schedules.

Everyone learns at a different rate. What takes one person only an hour to learn may take another up to six hours. Students with a clear grasp of a concept can move quickly through the learning activities. However, if they need more instruction, they may choose to answer additional questions, repeat activities, and/or consult with their instructor.

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. These classes are not distance learning or campus-free—students are required to spend time working in the Computer Lab and in the Instructional Resources Lab.

Attendance:

The student is expected to attend every meeting of all classes for which they are registered. Once a schedule has been mutually agreed upon between the instructor and student, the student must satisfy a weekly schedule to do their work and meet with their instructor(s). 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.

Important Procedures and Etiquette for all Learning Skills Labs:

- Keep your voices low while working in the lab. The lab is a classroom.
- Refrain from eating or drinking in the lab.
- 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.

- Do not bring visitors (of any age) to the lab.
- Put the help cone on top of your computer if you need technical or computer assistance.
- Go to an instructor for help if you have questions or need assistance with your work.
- Refer to the *Computer Lab User Agreement* that is kept in your folder 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 and Non-instruction Days:

The college will be closed on the following holidays:

Monday, November 10, 2008	Veteran's Day
Thursday, November 27, 2008-Friday, November 28, 2008	Thanksgiving

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 "C" or better. Grades are calculated as follows:
 - A = 100%–90%
 - B = 89%–80%
 - C = 79%–70%
 - D = 69%–60%
 - F = 59% and under
2. Complete 100% of your CAI modules.
3. Finish supplemental assignments and satisfy required lab hours. Your instructor may assign you additional work from the lab, IRL, and/or online.
4. Increase your reading, writing, or math level by at least one (1) level to be determined by informal pre- and post-tests.

Financial Aid Assistance:

Because of the current construction projects, the location of these offices may have changed. Please make sure you call first to confirm the correct location before making the visit.

- *Financial Aid Department:* Please call (213) 763-7082 or visit A-130 to speak to an advisor who will determine whether you are eligible for financial support for school.
- *EOPS:* This is a state-funded program designed to recruit and retain educationally and economically disadvantaged students. You may be eligible for a book grant, individualized counseling, priority registration, personal development classes, student success workshops, and tutoring. Call (213) 763-7097 or trailer "Q" for more information
- *CARE Program:* This program provides additional services to students who are single parents or head of household and receiving public assistance (TANF, formerly AFDC). Students who qualify for the CARE program are eligible to receive financial assistance and services in addition to those available under EOPS. Call (213) 763-7117 or trailer "Q" for more information
- *Gain/CalWORKs:* This job-training program provides welfare-to-work services to students who receive TANF. Please call or visit for more information. Call (213) 763-7109 or visit A-134 for more information.

Support Services:

Because of the current construction projects, the location of these offices may have changed. Please make sure you call first to confirm the correct location before making the visit.

- *Career Center:* (213) 763-7097
- *Disabled Students Programs and Services:* (213) 763-3773 TDD: (213) 763-5375
- *Employment Center:* (213) 763-7124
- *Instructional Resources & Reading Lab (IRL):* (213) 763-3738
- *International Student Center:* (213) 763-5345, Fax: (213) 763-5991, Email: intstud@lattc.edu
- *Library:* (213) 763-3950 - Circulation Desk; (213) 763-3958 - Reference Desk
- *Open Computer Lab:* C-109; Mon-Thu 8:00 am-8:00 pm, Fri 8:00 am-4:00 pm, Sat 9:00 am-1:00 pm
- *Student Health Center:* (213) 763-3764
- *Veterans Affairs:* (213) 763-5305

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 their 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: Date if applicable
 Topic — Introduction to the Class
- Computer Lab orientation and introduction to computer basics and CAI software
 - Overview of class and syllabus
 - Daily schedule for class work and study time
 - Learning Assessments and Discussion:
 - Learning styles: For understanding how you learn best
 - <http://www.metamath.com/lsweb/dvclearn.htm>
 - <http://muskingum.edu/~cal/database/general/modquest.html>
 - <http://www.surfaquarium.com/MI/inventory.htm>
 - Managing Time: For assessing the way you spend your time
 - <http://www.studytips.admsrv.ohio.edu/studytips/?Function=TimeMgt&Type=168hour>
 - Active reading checklist: For improving reading understanding
 - <http://auth.mhhe.com/socscience/english/qe/qe76aa.php?qi=1858>
 - Study Skills:
 - <http://www.ucc.vt.edu/stdysk/checklis.html>
 - Personality Type: For cooperative learning and group activities
 - <http://www.keirseey.com/sorter/register.aspx>
 - Goal Setting and Discussion: <http://muskingum.edu/~cal/database/general/monitoring3.html>
 - Reading tests (see page 4 of this syllabus)
 - Introduction to reading, writing, and study strategies (to be used throughout the semester)
- Week 2: Understanding Yourself (Course)
 Topic — Your Self-Concept (Module)
- You Choose Your Shoes
 - Staying in Tune
 - Taking Action (Life and Job Skills)

- Meeting with Instructor
- Assignment Due:

- Week 3: Understanding Yourself (Course)
Topic — Work-Related Goals (Module)
- Exploring Your Values
 - Discovering Your Skills
 - Meeting with Instructor
 - Assignment Due:

- Week 4: Understanding Yourself (Course)
Topic — Module: Work-Related Goals (Module Continued)
- The Right Job for You
 - Identifying Your Experiences
 - Describing Your Work Experience
 - Meeting with Instructor
 - Assignment Due:

- Week 5: Becoming a Winner (Course)
Topic — Self-Defeating and Winning Behavior (Module)
- Take a Look at Yourself
 - Fear of Real and Unreal Dangers
 - Making Choices
- Topic — Prices and Rewards for Behavior (Module)
- Time to Try Winning
 - Meeting with Instructor
 - Assignment Due:

- Week 6: Communication Skills (Course)
Topic — All about Communication (Module)
- The Communication Game
 - Hitting the Target
 - Your Personal Communication Style
 - Keys to Communication
 - Meeting with Instructor
 - Assignment Due:

- Week 7: Communication Skills (Course)
Topic — All about Communication (Module Continued)
- Identifying Poor Communication
 - Patterns
 - Changing Your Style
 - Meeting with Instructor
 - Assignment Due:

- Week 8: How to Select and Get a Job (Course)
Topic — Finding a Job You Want (Module)
- Your Job Search Process
 - Dictionary of Occupational Titles (D.O.T.) Job Families

- D.O.T. Job Classifications
- Career Decisions
- Meeting with Instructor
- Assignment Due:

- Week 9: How to Select and Get a Job (Course)
 Topic — Shifting Your Focus (Module)
- Ready, Set, Go
 - The Effective Résumé
 - Parts of a Résumé
 - Writing a Résumé
 - Cover Letters
 - Completing Application Forms
 - Meeting with Instructor
 - Assignment Due:

- Week 10: How to Select and Get a Job (Course)
 Topic — Interviewing for a Job (Module)
- The Job Search Game
 - Making a Good Impression
 - The Seven-Stage Interview
 - What Interviewers Look For
 - Meeting with Instructor
 - Assignment Due:

- Week 11: How to Select and Get a Job (Course)
 Topic — Interviewing for a Job
- Handling Difficult Questions
 - The Effective Interview
 - Practicing Interviews
 - Count on Your Success
 - Meeting with Instructor
 - Assignment Due:

- Week 12: Prepare for Job Success (Course)
 Topic — Understanding Relationships with Others (Module)
- Important Others
 - Working Relationships
 - Problem Solving by Cooperative
 - Change
 - Meeting with Instructor
 - Assignment Due:

- Week 13: Prepare for Job Success (Course)
 Topic — Winning on the Job (Module)
- Pre-assessment
 - Making Better Job Choices
 - Handling Job Problems
 - Negotiating and Waiting it Out

- Coworkers
- Taking Orders
- Post-assessment
- Adventures in Job Success
- Meeting with Instructor
- Assignment Due:

Week 14: Prepare for Job Success (Course)
 Topic — Knowing Your Customers (Module)

- Serving Your Customers
- Finding Customer Solutions
- Dealing with Feelings
- Try it Yourself
- Meeting with Instructor
- Assignment Due:

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
<input type="checkbox"/> Informal Reading Pretest	X		
<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 Fasttrack			
<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: _____)			
<input type="checkbox"/> Other (Description: _____)			
<input type="checkbox"/> Informal Reading Posttest	X		

LEARNING SKILLS LAB DAILY SCHEDULE

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 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 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.
- "I" in the block of time that you will meet with each instructor. You must meet with each of your instructors at least once a week (you can always meet with them more, but at least once a week).
- After you and your instructor sign this schedule, a student worker will make a copy for you. The original will go in your folder.

	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 come to class and spend time working on my assignments in the Learning Skills 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 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 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: _____