



SYLLABUS FOR LEARNING SKILLS 66 - SECTION 1297

General Education Development (GED) Preparation: Social Studies (1 Unit CR/NCR; Repeatable 2 Times)
 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: 2.05 hours (2 hours and approximately 3 minutes) each week
 Room Number: C-102
 Notes: One (1) hour per week in the Instructional Resources Lab (IRL) is strongly encouraged. The IRL is located in C-106.

*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 will prepare the student to pass the Social Studies portion of the GED Test. Students will review interrelated themes, concepts and facts of U.S. history, world history, economics, civics and government, and geography. In addition the student will learn to use information from graphs, maps, cartoons, photographs, and other visual materials.

Student Learning Outcomes:

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

1. Summarize the main idea
2. Restate information
3. identify implications
4. Apply given theories, ideas, or facts in a different situation and remembered ideas in a different situation
5. Distinguish facts from opinions and hypotheses and conclusions from supporting statements
6. Recognize information that is designed to persuade an audience and unstated assumptions
7. Identify cause-and-effect relationships
8. Recognize the historical context of a text
9. Identify comparisons and contrasts
10. Determine the implications, effects, and value of presenting visual data in different ways
11. Judge the extent to which information satisfies criteria

12. Recognize the role that values play in beliefs and decision-making
13. Judge the adequacy of facts
14. Compare and contrast different viewpoints
15. Recognize logical fallacies and identify faulty reasoning

Textbooks Required for the Course:

The textbook required for the course is *Contemporary's GED, Social Studies* (green book). If you are not able to buy a book, you may check out a book from the IRL in C-106.

Supplies Recommended:

Having the appropriate school supplies helps to prepare and motivate you for a productive school year. Scratch paper and pencils are available in the Learning Skills Lab.

1. Yellow highlighter (for emphasizing important rules, notes, and/or information during reading)
2. Notebook paper (Scratch paper is available in the Learning Skills Lab)
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 (you may borrow them from the Learning Skills Lab, but it is best to purchase your own)
7. Standard English Dictionary (there are loaner dictionaries in the Learning Skills Lab, but it is best to purchase your own)

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:		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 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 complete all course 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

Course Assignments:

You must satisfy the following assignments:

1. Meet with instructor to review Student Contract and Individualized Learning Plan (ILP) Daily Schedule. Read, complete, and sign Student Contract Agreement and ILP Daily Schedule.
2. Before starting your coursework, take the informal reading, writing, or math pretest* and submit the results to the instructor. Score: _____ Initials of Instructor: _____
3. Complete _____ hours or 100% of the modules of the assignments of your CAI coursework. If you complete 100% of the modules of the assignments, you will satisfy your time commitment.
4. Meet with instructor at least once a week throughout the duration of your class (see below).
5. Finish supplemental assignments and satisfy required lab hours. Your instructor may assign you additional work from the Learning Skills lab, IRL, and/or online. Complete at least 25 hours.
6. Increase your reading, writing, or math level by at least one (1) level to be determined by informal pre- and post-tests.
7. Have a completed portfolio (contained in your folder at the front desk) which includes the following:
 - a. Progress report from each week
 - b. Weekly Contact Sheet with instructor's initials and date for each week, up to student's completion date
 - c. CAI worksheet assignments completed and signed off by an instructor
 - d. Syllabus with assignments checked off and dates of meetings filled in by instructor
8. After completing your coursework, take the informal reading posttest* and submit the results to the instructor. Score: _____ Initials of Instructor: _____

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.

1. Read your workbook and take notes. Also, use your highlighter to emphasize important rules, notes, or information.
2. Complete each four-page lesson one at a time. Ask the instructor for help with any problems you have.
3. With a red pen, use the Answer Key in the back to correct your answers after each exercise.
4. At the top of the page, with your red pen, write your score as a fraction (number correct over total number), then divide the denominator into the numerator to get the percentage. Circle your percentage. Grades are as follows: A = 100%-90%, B = 89%-80%, C = 79%-70%, D = 69%-60%, F = 59% and under.
5. When you meet with your instructor, bring your PLATO printout and have your bookwork corrected. You may use the boxes below to check off items as you complete them. Your instructor will check off, initial and date the Lab Assignment Procedures form.

For all writing assignments: Go to http://owl.english.purdue.edu/handouts/research/r_mla.html for guidelines on formatting your papers in the Modern Language Association (MLA) format. Click on "Basic Paper Format," read and take notes.

Read, "The Writing Process," located in the section of this syllabus. Follow the MLA Basic Paper Format and the steps in the writing process to complete all of your writings. All writing assignments must be typed, double-spaced and formatted according to MLA guidelines.

- 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 (Instructor will go through and fill in the dates for weekly meetings, assign CAI assignments, and supplemental instruction)
 - Daily schedule for class work and study time
 - Learning Assessments and Discussion:
 - Learning styles: For understanding how you learn best
 - <http://www.metamath.com/lweb/dvcllearn.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/qa/qa76aa.php?qj=1858>
 - Study Skills:

- o <http://www.ucc.vt.edu/stdysk/checklis.html>
- Personality Type: For cooperative learning and group activities
 - o <http://www.keirsey.com/sorter/register.aspx>
- Goal Setting and Discussion: <http://muskingum.edu/~cal/database/general/monitoring3.html>
 (Instructor will work with student to set up an Individual Learning Plan)
- Introduction to reading, writing, and study strategies (to be used throughout the semester)

- Weeks 2-5: Introduction to GED software and online learning center
- GED Official Practice Pretests* (Lab, PLATO, online)
 - Contemporary's Online Learning Center: <http://highered.mcgraw-hill.com/sites/0809222299/>
 - Meetings with Instructor (Dates: _____)
 - Create a semester-long schedule entitled, "Countdown to GED Test"

- Weeks 6-8: Comprehending Social Studies Materials & Applying Social Studies Concepts
- GED Official Practice Pretests* (Lab, PLATO, online)
 - Contemporary's Online Learning Center: <http://highered.mcgraw-hill.com/sites/0809222299/>
 - Meetings with Instructor (Dates: _____)
 - Assess Progress and Review Schedule: "Countdown to GED Test"

- Weeks 9-12: Analyzing and Evaluating Social Studies Materials
- GED Official Practice Pretests* (Lab, PLATO, online)
 - Contemporary's Online Learning Center: <http://highered.mcgraw-hill.com/sites/0809222299/>
 - Meetings with Instructor (Dates: _____)
 - Assess Progress and Review Schedule: "Countdown to GED Test"

- Weeks 13-15: Time, Continuity, and Change & Places and People
- GED Official Practice Pretests* (Lab, PLATO, online)
 - Contemporary's Online Learning Center: <http://highered.mcgraw-hill.com/sites/0809222299/>
 - Meetings with Instructor (Dates: _____)
 - Assess Progress and Review Schedule: "Countdown to GED Test"

- Weeks 13-15: Power, Authority, and Governance & Production, Distribution, and Consumption
- GED Official Practice Pretests* (Lab, PLATO, online)
 - Contemporary's Online Learning Center: <http://highered.mcgraw-hill.com/sites/0809222299/>
 - Meetings with Instructor (Dates: _____)
 - Assess Progress and Review Schedule: "Countdown to GED Test"

- Weeks 16: Science, Technology, and Society & Global Connections
- Informal Reading Posttest – Score:
 - Assignments Due:
 - Meetings with Instructor (Dates: _____)
 - Assess Progress and Review Schedule: "Countdown to GED Test"

- Week 17: Consultation with Instructor
- Instructor and student will review and assess progress made towards the course's Student Learning Outcome and benchmarks
 - Instructor and student will review ePortfolio (if applicable) or completed work within student's folder (on file at the front desk area)
 - Instructor may send student to a counselor and/or work with the student to select next series of courses for the next term (most Learning Skills courses may be repeated up to 3 times)
 - If appropriate, student will sign up for Learning Skills classes and work with instructor to create goals and a schedule for the next term

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:

It is strongly recommended that students get the phone numbers of two other students in the class in case of absences. For this class, you should 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: _____

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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: _____