CSKLS 732, GED/HiSET Prep: Math (Part 2)

Instructor: Sandi Gunderson

Course Description

This brief, seven-week course will provide instruction and individualized learning plans to prepare for the math portion of the GED or HiSET tests. It will also highlight science applications of math concepts.

> **Of SPECIAL NOTE**: This semester is unique due to the Novel Coronavirus 19 [Co Vid 19]. At the time this syllabus was being written, the details regarding **online instruction delivery** were still evolving.
> I will let you know directly as changes/modifications develop.
> Items that are likely to be different in an online delivery will be indicated in an **orange** font.

Class Meetings

On Tuesdays and Thursdays, we will meet online from 10:30 a.m. to 11:50 a.m. You will continue your study online between 12 noon and 12: 50 a.m. Any modifications to this routine will be clearly announced in advance of the change.

Instructor Contact Information

Sandra (Sandi) Gunderson

Email: sgunderson@santarosa.edu
Office Hours: Tuesday and Thursday, 1:00 – 1:20 p.m. This will take place online as needed.
You may also use the Canvas Conversations Inbox to send me a message.

Important Dates

Day Class Begins: Tuesday, March 31, 2020
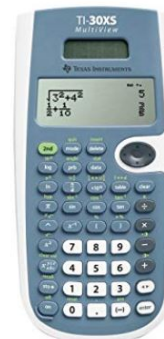
Day Class Ends: Thursday, May 14, 2020

Course Website

Students will use the course Canvas website to:
1. **IMPORTANT** – In this online version of this class, this website will be our main source of communication and instruction. Get to know it.
2. Provide access to the GED/HiSET Academy software, as well as other resources, and
3. View the most up-to-date course information.
   (**NOTE**: Canvas may include other relevant uses as well.)

Required Course Materials

- Three-ring binder with at least four (4) tabs/separators
- A Texas Instruments TI-30XS Scientific Calculator

Required Software

You will need the latest versions of the following software for this course:
- Chrome web browser
- Adobe Reader (for reading PDF files)
- Shockwave
- QuickTime Player
- Flash Player

Required Hardware

To effectively use all features of Canvas, you must have access to a suitably equipped computer with high-speed internet connectivity.

Special Needs [may be differently applicable in an online version of the class]

If you need disability-related accommodations for this class, such as a note taker, test-taking services, special furniture, etc., please provide the Authorization for Academic Accommodations (AAA letter) from the Disability Resources Department (DRD) to me as soon as possible. You may also speak with me privately during office hours about your accommodations. If you have not received authorization from DRD, it is recommended that you contact them directly.

Emergency Evacuation Plan [not applicable in an online version of the class]

In the event of an emergency during class that requires evacuation of the building, please leave the class immediately and calmly. If you are a student with a disability who may need assistance in an evacuation, please see me as soon as possible so we can work out a plan.

Dropping the Class

If you decide to discontinue this course, it is **your responsibility** to officially drop it.

You can do this by logging into your SRJC "My Cubby." Click "Add/Drop/Register" and follow the prompts.

Attendance

It's your responsibility to **be prepared** for class/lecture and scheduled lab each day, to be ready to **participate** and to **answer or ask questions** on the topic being covered. Any student with **two (2) or more consecutive absences,** without giving notice, **may be dropped** from the class. It is strongly advised that if you need to miss more than one class in a row that you contact the instructor to avoid being dropped from the class. Any student who is dropped may register for this class again.

Grading Policy

CSKLS 732 is a noncredit course. However, attendance, class participation, and showing satisfactory progress in attaining math skills necessary to pass the math portion of either the GED or HiSET test are the main components of your final grade. Possible grades to be issued at the end of the course are:

- **P = Pass.** You have accomplished all the necessary skills for this course.
- **SP = Satisfactory Progress.** You are continuing to work on your skills within a certain level but have not completed them all yet. You are encouraged to continue by registering in "CSKLS 732, GED/HiSET Prep: Math (Part 2)," and continue to work on them.
- **NP = No Progress.** You have been attending, but you have not completed enough work to show progress. You're invited to return the next semester to retake this course.
- **W = Withdraw.** You do not have a study plan and have not attended enough hours to show progress. Come back the next semester to retake this course and we'll help you get started!

Tentative Course Schedule [May be modified for the online version of this class.]

Each class/lecture session will consist of a combination of the following three components:

1. A mini-lecture, and/or
2. A problem-solving session, and/or
3. time in the lab (in addition to our scheduled lab).

Below you'll find a tentative week-by-week listing of topics to be covered.

ORDER of INSTRUCTION	TOPICS COVERED
1	**Course orientation**: Introduction to course policies and procedures, Canvas, GED/HiSET Academy, etc. This class is set up as CSKLS 732, <u>Part 2</u>. The course of study will simply continue where Part 1 left off. **Exponents & Roots**: • Simplifying Exponents • Scientific Notations • Square Roots • Order of Operations
2	**Expressions, Equations & Inequalities**: • Add/Subtract Integers • Multiply/Divide Integers • Ordering Rational Numbers • Solving Linear Equations, I • Introduction to Inequalities
3	**Solving Linear Equations & Inequalities:** • Simplifying Algebraic Expressions • Solving Linear Equations, II • Solving & Graphing Inequalities
4	**Two-Dimensional Geometry:** • Angle Pairs (HiSET only) • Areas of Triangles & Quadrilaterals • Circles • The Pythagorean Theorem
	Continued on the following page

5	**Three-Dimensional Geometry:** • Volume, Prism & Cylinders • Volume, Pyramids & Cones • Rearranging Formulas • Working with Limits • Working with Units • Density
6	**The Equation of a Line:** • The Slope-Intercept Equation of a Line • Lines and Plane Coordinates
7	**Basic Statistics:** • Measures of Center • Analyzing the Relationship between Variables **Probability** • Basic Probability • Compound Probability

Suggestions on How to Succeed in CSKLS 732

1. **While in class, listen actively** and **take notes**, apply new concepts to practice problems, **and ask questions** of both the instructor and fellow students. Class time is your chance to get the help and explanations you need so you don't have to struggle to learn the material on your own.
2. **Attend every scheduled class time.** In the event you miss a class, you'll have at least three ways to stay informed:
   a) Log onto the class CANVAS account. This online resource *may* contain information about each class topic;
   b) Log onto the Computer Lab software in which lessons and practice are provided; and
   c) Find a buddy who is willing to share his/her notes.

Additional Learning Resources

- **FREE Tutoring**
   1. The SRJC Tutoring Center will continue to serve students in an online version of itself.
- **Study Groups** → You may be someone that can benefit from studying in a group. Study groups can support your learning by:
   1. helping to reinforce what you're learning;
   2. giving you a place to clearly articulate what you understand to another; and
   3. motivating you to keep a study schedule outside of class.
   If you'd like some help setting up a group, let me know.
- **Mobile Phone apps**

Apps exists for so many subjects; all you have to do is search. Let me know if you find one (or more) that's especially helpful.

Standards of Conduct
Students who register in SRJC classes are required to abide by the SRJC Student Conduct Standards. Violation of the Standards is basis for referral to the Vice President of Student Services or dismissal from class or from the College. Link to Student Code of Conduct page: Student Code of Conduct

Classroom Etiquette and Expectations [These will be modified for online instruction.]

- I expect you to come to class with the tools you need: Three-ring binder, pencil(s), eraser(s), calculator, and paper.
- Students are to act respectfully and pay attention while in class. The best way to learn is through participation, listening actively, and by being polite even when we disagree with another's viewpoint.
- Cell phones, iPods, etc. are to be turned off. Please note that using the calculator within a cell phone/iPhone will not be allowed.
- Students are expected to arrive on time, stay the entire period, and not put course materials away before a class or scheduled lab period has concluded.
- In the interest of minimizing distractions, before class starts, sharpen your pencils and use the restroom (if possible). Do not eat or drink distracting foods (such as crunchy chips).
- Part of being respectful to others is understanding that some students may find side conversations distracting. Consider directing your questions to me – not to your neighbor.

All of the above rules and expectations apply to me as well.

I intend to be prepared, organized, approachable and ready to serve you well as you prepare to take the exams of your choice.

PLEASE NOTE: This syllabus is intended to give you guidance in what may be covered during the semester and will be adhered to as closely as possible. However, I reserve the right to modify, supplement, and make changes as course needs arise. **This syllabus is an agreement between instructor and student. Continued registration in this course means that you agree to the policies and procedures outlined in this syllabus and the associated course Canvas website.**