

# CSKLS 731, GED/HiSET Prep: Math (Part 1)

Instructor: Sandi Gunderson



## Course Description

This brief, eight-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 application of math concepts.

## Class Meetings

On Mondays and Wednesday, we will meet online via Zoom. A JOIN URL will be emailed to you. It will also be stored on the Home page of the Canvas course website. The class instruction will take place between 10:00 a.m. and 11:30 a.m. The “lab” portion of the class is independent study that is scheduled for 11:30 – 12:30 p.m. Any modifications to this routine will be clearly announced in advance of the change.

## Instructor Contact Information

**Instructor:** Sandra (Sandi) Gunderson

**Email:** [sgunderson@santarosa.edu](mailto:sgunderson@santarosa.edu)

**Phone:** (707) 595-0812 (voice message or text)

**Office Hours:** Monday & Wednesday, 12:30 – 1:00 pm

You may also use the [Canvas Conversations Inbox](#) to send me a message.

## Important Dates

Day Class Begins: Monday, August 17, 2020

Day Class Ends: Monday, October 12, 2020

**LABOR DAY HOLIDAY:** Monday, September 7, 2020 – **NO CLASS**

## Course Website – aka Canvas

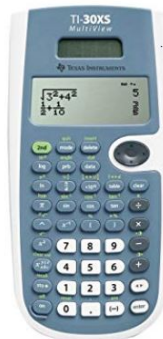
Students will use the Canvas course website to:

1. Find and use the Zoom Join URL;
2. Provide access to the GED Academy software, as well as other online 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
- The online version of the class may also give you access to an online 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

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.

## 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 come prepared to 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 731 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 to achieve your goal and/or you have passed the Math subtest for the HSE of your choice;
- **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

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 for independent study (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	<p><b><u>Course orientation:</u></b> Introduction to course policies and procedures, Zoom, Canvas, GED/HiSET Academy, etc.</p> <p><b><u>Whole Numbers &amp; Operations:</u></b></p> <ul style="list-style-type: none"> <li>• Addition</li> <li>• Subtraction</li> <li>• Multiplication, I</li> <li>• Division, I</li> <li>• Solving Problems with Whole Numbers</li> <li>• Number &amp; Shape Patterns</li> <li>• Number Properties</li> </ul>
2	<p><b><u>Fractions, Rates &amp; Ratios:</u></b></p> <ul style="list-style-type: none"> <li>• Addition/Subtracting Fractions</li> <li>• Multiplying/Dividing Fractions</li> <li>• Ratios &amp; Rates</li> <li>• Operations with Mixed Numbers</li> </ul>
3	<p><b><u>Decimals:</u></b></p> <ul style="list-style-type: none"> <li>• Introduction to Decimals</li> <li>• Adding/Subtracting Decimals</li> <li>• Multiplying/Dividing Decimals</li> <li>• Comparing Decimals</li> </ul> <p><b><u>Rounding</u></b></p>
4	<p><b><u>Percents:</u></b></p> <ul style="list-style-type: none"> <li>• Working with Percents</li> <li>• Solving Percent Problems</li> <li>• Applications Involving Percents</li> </ul>

PROGRESS REPORT

5	<u>Measurements:</u> <ul style="list-style-type: none"> <li>American Units of Measurement</li> <li>Metric Units of Measurement</li> </ul>
6	<u>Graphs &amp; Charts:</u> <ul style="list-style-type: none"> <li>Tables, Circle Graphs &amp; Line Plots</li> <li>Bar Graphs, Line Graphs &amp; Scatter Plots</li> <li></li> </ul>
7	<u>Exponents &amp; Roots:</u> <ul style="list-style-type: none"> <li>Simplifying Exponents</li> <li>Scientific Notations</li> <li>Square Roots</li> <li>Order of Operations</li> <li></li> </ul>
8	<u>Expressions, Equations &amp; Inequalities:</u> <ul style="list-style-type: none"> <li>Add/Subtract Integers</li> <li>Multiply/Divide Integers</li> <li>Ordering Rational Numbers</li> <li>Solving Linear Equations, I</li> <li>Introduction to Inequalities</li> </ul>
9	<u>Review</u>

PROGRESS REPORT

[In preparation for this week, I will evaluate the class' progress. As a result, this week may change.]

### Suggestions on How to Succeed in CSKLS 731

- 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.
- Attend class every day.** In the event you miss a class, you'll have at least three ways to stay informed:
  - Login to the CANVAS course website. This online resource *may* contain information about each class topic;
  - Login to the Essential Education GED/HiSET Academies in which lessons and practice are provided; and
  - Find a buddy who is willing to share his/her notes.

### Additional Learning Resources

- FREE Online Tutoring** → SRJC Tutoring link is located in the left menu of the CANVAS course website.
- 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 exist 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

- I expect you to come to class with the tools you need: Three-ring binder, pencil(s), eraser(s), 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. not being used to access the Zoom class meeting 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).

All of the above rules and expectations apply to me as well. (I will NOT be eating any crunchy chips as I teach.)

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.**

