

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

Instructor: Sandi Gunderson

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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 test. It may also highlight science application of math concepts.

Class Meetings

On Mondays and Wednesdays between 9:00 a.m. and 11:30 a.m., we will meet online via Zoom. A Join URL link will be emailed to you for the first, class meeting. The Canvas course website [TechConnect Zoom](#) page contains a list of all the class dates and the Zoom Join URL and the Meeting ID number for each class meeting.

Students are required to attend the live online meetings for each class session. Students are expected to be online with reliable internet, mic, and/or camera during the entire scheduled time.

Any modifications to this routine will be clearly announced in advance of the change.

Instructor Contact Information**Sandra D. Gunderson**

Email: sgunderson@santarosa.edu

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

Office Hours: Monday & Wednesday, 11:30 a.m. – 12:00 pm – *Pre-arranged* appointment

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

Important Dates

Day Class **Begins:** Wednesday, January 20, 2021

NO CLASS on Monday, February 15, 2021 [SRJC Holiday – President's Day]

Day Class **Ends:** Wednesday, March 17, 2021

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 [Essential Education GED/HiSET Academy](#) website, as well as other online resources; and
3. View the most up-to-date course information.



Using Google Chrome as the browser provides consistent performance.

(NOTE: Canvas may include other relevant uses as well.)

Required Course Materials

- Three-ring binder with at least four (3) tabs/separators
- A Texas Instruments TI-30XS Scientific Calculator
- Reliable internet & a device with a microphone and/or camera

**Required Software**

You will need the latest versions of the following software for this course:

- [Chrome web browser](#)
- [Shockwave](#)
- [Adobe Reader](#) (used to read and annotate PDF files)
- [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 and a microphone and a camera.

Special Needs

Students with disabilities who believe they need accommodations in this class are encouraged to contact Disability Resources (527-4278), as soon as possible to better ensure such accommodations are implemented in a timely fashion. 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 – Show up! – It's important!

Three places to show up:

Zoom Class Meeting – Monday/Wednesday, 9:00 a.m. – 11:30 a.m.

- 8-week Semester = 16 class meetings
- **Aim at being in attendance 13 out of 16 times or better (~80% +)**
- Advance Notice for Absences – email to sgunderson@santarosa.edu
Or, use this number, (707) 595-0812, to leave a voice message or text
- Tech issues? *Please*, let me know. Don't suffer in silence.

Canvas Class Website

- Loaded with useful links, learning material
- New material posted weekly
- Get to know it – Use it
- **Aim at logging into Canvas before or after every class 15 - 30 minutes/week → (2 – 4 hours/8-weeks)**
- Use the posted information to stay current especially if you're absent

Essential Education website – GED/HiSET Academies

- Instructional videos
- Practice
- GED or HiSET practice tests which are half the length of the official tests
 - Scores are helpful for predicting readiness to take the official test
- **Aim to login for at least 1 – 2 hours per week (8 – 16 hours/class)**

If a student doesn't show up . . .

Students who fail to attend the first, class meeting may be dropped by the instructor.

Instructors are required to drop all No-Show students immediately following the second, class meeting. A No-Show is an enrolled student who has not attended any class meeting of the course.

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 within the 8-weeks.

It's your responsibility to come prepared to class each day, to be ready to participate and to answer or ask questions on the topic being covered.

Grading Policy

CSKLS 731/CSKLS 732 are noncredit courses. 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:

GRADING RUBRIC				
Grade	P = Pass	SP = Satisfactory Progress	NP = No Progress	W = Withdraw
General Criteria	You have accomplished all the necessary skills to achieve your goal and/or you have passed the Math subtest for the HSE test of your choice	You are continuing to work on your skills but have not completed them all yet. You are encouraged to continue your study by registering for "CSKLS 731 or 732, GED/HiSET Prep: Math."	You have been attending, but you have not completed enough work to show progress. You are encouraged to continue your study by registering for "CSKLS 731 or 732, GED/HiSET Prep: Math."	You do not have a study plan and have not attended enough hours to show progress. You are encouraged to try again by registering for "CSKLS 731 or 732, GED/HiSET Prep: Math."
Additional Course-Specific Criteria	Same as above	Attendance: 2 or 3 of the categories below: 1. Zoom – 13 out of 16 (or better) per 8-weeks 2. Canvas – 15 to 30 minutes per week 3. GED/HiSET Academies – 1 – 2 hours per week	Attendance: 1 or fewer of the categories listed in the SP column – OR - Less than 4 hours of participation	Attendance: No Show or Less than 4 hours of participation

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. See the [Student Code of Conduct page](#).

Collaborating on or copying of tests or homework in whole or in part will be considered an act of academic dishonesty and result in a grade of 0 for that test or assignment. I encourage students to share information and ideas, but not their work. See these links on Plagiarism:

[SRJC Writing Center Lessons on avoiding plagiarism](#)

[SRJC's statement on Academic Integrity](#)

Tentative Course Schedule

Each class 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.

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

Sequence of Instructional Topics

1. Orientation

- Introduction to course policies and procedures, Zoom, Canvas, GED/HiSET Academies, etc.

2. Fractions, Ratios & Proportions

- Addition/Subtraction Fractions
- Multiplication/Division Fractions
- Operations with Mixed Numbers
- Ratios & Proportions

3. Decimals

- Introduction to Decimals
- Addition/Subtraction Decimals
- Multiplication/Division Decimals
- Comparing Decimals

4. Rounding

5. Percents

- Working with Percents
- Solving Percent Problems
- Applications Involving Percents

6. Measurements

- American Units of Measurement
- Metric Units of Measurement

7. Graphs & Charts

- Tables, Circle Graphs & Line Plots
- Bar Graphs, Line Graphs & Scatter Plots

8. Exponents & Roots

- Simplifying Exponents
- Scientific Notations
- Square Roots & Cube Roots
- Order of Operations

9. Expressions, Equations & Inequalities

- Addition/Subtraction of Integers
- Multiplication/Division of Integers
- Ordering Rational Numbers
- Solving Linear Equations, I
- Introduction to Inequalities

Suggestions on How to Succeed in CSKLS 731/732

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.** 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 navigating menu on the left-hand side 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:
 - helping to reinforce what you're learning;
 - giving you a place to clearly articulate what you understand to another; and
 - 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.

Classroom Etiquette and Expectations

- I expect you to come to class with the tools you need: Three-ring binder, pencil(s), eraser(s), paper, reliable internet, device microphone/camera, and an electronic device to access the online class.
- 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.**