

# CSKLS 741, GED/HiSET Prep: Math | Science (Part 1)

Instructor: Sandi Gunderson *SG*

## Course Description

This course is intended as the first level of instruction in Math Reasoning and Science and provides academic skills development for the Basic Academic Skills Certificate of Completion. Students will develop the initial knowledge and skills needed to pass the Mathematical Reasoning and Science subtests of the GED or other High School Equivalency (HSE) tests like the HiSET.

## Student Learning Outcomes

At the conclusion of this course, the student should be able to:

1. Apply basic concepts of whole numbers, decimals, percentages, ratios, and proportions in analyzing and solving real-world problems.
2. Demonstrate comprehension of science basics.
3. Demonstrate academic skills including the use of basic technology for success in an academic environment.

## Class Meetings

This class is scheduled to meet on Tuesdays and Thursdays between 9:00 a.m. and 11:30 a.m.

- We will meet on the Santa Rosa Junior College, Santa Rosa campus in Maggini Hall, Rooms 2811/2812 (2<sup>nd</sup> floor).

## Student Requirements/Expectations

- Students are expected to arrive on time.
- Students *are required* to attend the class for the entire length of the session.

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

## Instructor Contact Information

### Sandra D. Gunderson

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

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

**Student Consultation Time [SCT]** (formerly known as Office Hours):

Tuesday & Thursday, 11:30 am. – 12 noon. This time directly follows the class meeting.

Students can either simply stay after class to meet with the instructor or schedule a time in advance.

## Important Dates

Day Class **Begins:**

Tuesday, January 16, 2024

Day Class **Ends:**

Tuesday, March 12, 2024

**No Class on**

Thursday, February 15, 2024

January 2024						
Su	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			


February 2024						
Su	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2024						
Su	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12				

## Course Website – aka Canvas

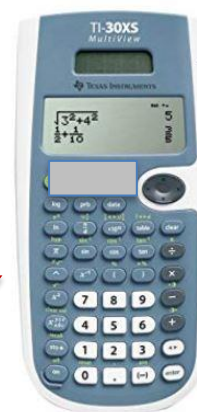
Students will use the Canvas course website to:

1. Provide access to the Zoom URL link which will be used during the in-person class as well as other online resources; and

2. 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 three (3) tabs/separators – which you will use to organize your study material.
- A Texas Instruments **TI-30XS Multi-View Scientific Calculator**
- NO TEXTBOOK is required.



This is the **ONLY** calculator allowed

- Typical Purchase Price - \$20 or less
- **BORROW** a class calculator for **IN-CLASS** use **ONLY**

### Required Software

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

- [Chrome web browser](#)
- [Adobe Reader](#) (needed to read and annotate PDF files)
- [QuickTime Player](#)

### Required Hardware

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



### 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.

**Please note:** Several consecutive, unexplained absences may lead to being dropped.

### Attendance

Students who fail to attend the first face-to-face class will be dropped from the class.

To avoid being dropped, if you know in advance that you may miss the first class, please contact me before the class: email at [sgunderson@santarosa.edu](mailto:sgunderson@santarosa.edu) or call at 707-595-0812 to text or leave a voice message.

It is strongly advised that if you need to miss more than one class/assignment deadline in-a-row that you contact the instructor to avoid being dropped from the class.

### Show up! – It's important!

Two places you'll be expected to show up:

**Class Meeting** – Tuesdays and Thursdays (in-person), 9:00 – 11:30 a.m.

- 8-week Semester = 16 class meetings [SEE p.2 for dates]
- **The Goal: attend class at least 13 out of 16 times or better** [13/16 ~ 80%]
- Advance Notice for Absences – email to [sgunderson@santarosa.edu](mailto:sgunderson@santarosa.edu)  
Or use this number, (707) 595-0812, to leave a voice message or text

**Canvas Class Website**

- Useful links & learning material are stored in Canvas.
- New material may be posted weekly
- Get to know it – Use it
- **The Goal: check Canvas before or after every class**  
The amount of time you'll use Canvas per week will vary.
- Use the posted information to stay current, especially if you're absent

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 741 is a noncredit course. Attendance, class participation, and showing satisfactory progress in attaining math and science skills/knowledge necessary to pass the GED or HiSET subtests are the main components of your final grade. Possible grades (referred to as Progress Marks) to be issued at the end of the course are:

GRADING RUBRIC				
Grade	P = Pass	SP = Satisfactory Progress	NP = No Progress	W = Withdraw
<b>General Criteria</b>	You have accomplished all the necessary skills to achieve your goal and/or you have passed the Math subtest or the Science subtest for the HSE test of your choice	You are continuing to work on your skills but have not completed all of them yet. You are encouraged to continue your study by registering for "CSKLS 741 or 742, GED®/HiSET® Prep: Math - Science."	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 741 or 742, GED®/HiSET® Prep: Math-Science."	You have not attended enough hours to show progress. You are encouraged to try again by registering for "CSKLS 741 or 742, GED®/HiSET® Prep: Math-Science."
<b>Additional Course-Specific Criteria</b>	Same as above	<b>Attendance/Participation:</b> 1 or 2 of the categories below: <b>1.Class</b> – 13 out of 16 (or better) per 8-weeks <b>2.Canvas</b> – completing 80% of the tasks assigned	<b>Attendance/Participation:</b> Less than the categories listed in the SP column – OR - Less than 4 hours of participation	<b>Attendance/Participation:</b> No Show or Less than 4 hours of participation

\*The California Department of Education requires that either the GED or the HiSET series of high school subject tests be passed before it will issue a **HIGH SCHOOL EQUIVALENCY** [HSE] Certificate.

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

## Tentative Course Schedule

Each class session will consist of a varied 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 – Review Basic Arithmetic & Algebra Basics & More

This sequence and pace are subject to change.

### 1. Orientation

- Introduction to course policies and procedures, Class use of Zoom, Canvas, Learning Express Library website, etc.

### 2. Basic Arithmetic

- Fractions, Ratios & Proportions
- Measurements

### 3. Graphs & Charts

- a. Tables, Circle Graphs & Line Plots
- b. Bar Graphs, Line Graphs & Scatter Plots

### 4. Algebra Basics

- a. Powers and Roots
- b. Order of Operations
- c. Absolute Value
- d. Algebraic Expressions
- e. Polynomials

### 5. Science Topics (presented throughout)

- Will vary as part of Strengthening Reading Activities

## 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 two ways to stay informed:
  - a) Login to the CANVAS course website. This online resource *may* contain information about each class topic;
  - b) Find a buddy who is willing to share his/her notes.

## Additional Learning Resources

- **FREE Online Tutoring** – *SRJC Tutoring* link is 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:
  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.

## Classroom Etiquette and Expectations

- I expect you to come to class with the tools you need: three-ring binder (which you will use to organize your study material), pencil(s), eraser(s), paper, and the assigned calculator.
- 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.

I will also be complying with all the above stated behaviors.

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 8-week course 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.**

