CASPER COLLEGE COURSE SYLLABUS
MATH 0900-01 Pre-Algebra

Semester / Year: Fall 2015

Lecture Hours: 4   **Credit Hours:** 4

Class Section(s) / Days/Times: MTWTh 9:00 - 9:50 am

Classroom: PS 222

Instructor's Name: Claudia Stewart

Office: PS 344

Office Phone: 307-268-2520

Email: cstewart@caspercollege.edu

Office Hours: Times are available by appointment. See last page for my semester schedule.

Course Description: (From The Casper College Catalog)
MATH 0900 Pre-Algebra Arithmetic (4 L, 4 CR)
The study of rational numbers, the operations of addition, subtraction, multiplication and division of same without a calculator; also includes the study of basic order of operations, unit conversion and percent problems, and linear equations

Statement of Prerequisite: ACT composite math score of 18 or lower; or a COMPASS exam score in the Pre-Algebra placement domain below 45.

Outcome:
Use quantitative analytical skills to evaluate and process numerical data. Casper College may collect samples of student work demonstrating achievement of the above outcomes. Any personally identifying information will be removed from student work.

Course Objectives and Goals:
This class is designed to bring a student up to speed with the four basic operations of arithmetic, namely addition, subtraction, multiplication and division, of whole numbers, signed numbers, fractions, decimals and percents. Other topics included in this course are basic geometry, measurement, exponents and an introduction to algebra.

Students will also develop oral and written communication skills in mathematics, problem solving skills, and confidence in their ability to use mathematics, specifically without the use of a calculator.

Specific Objectives: Students who successfully complete this course will:
- ➢ Be able to perform addition, subtraction, multiplication, and division with rational numbers including integers, without a calculator.
- ➢ Be able to simplify arithmetic expressions using order of operations.
- ➢ Be able to solve proportion problems.
- ➢ Be able to convert units, both American and metric units.
- ➢ Be able to solve percent problems.
- ➢ Be eligible to take Math 0920, Math 0934 or Math 1000.

Methodology: This class is taught using **_Algebra Foundations_** by Martin-Gay 1th Edition, Pearson Publishing. A variety of learning opportunities will be utilized and may include: lecture, discussion, forums, group work, quizzes, chapter tests, and some math related writing. Each class will begin with questions from the class. Questions for class may also be submitted via Moodle Class Communication if

you feel uncomfortable asking in class. Please keep in mind that all questions regarding coursework are welcomed. After questions have been answered, new material will be presented.

Evaluative Criteria: Your grade in this course will be determined by overall points on homework, online homework notebook, participation, group projects, tests, and a cumulative final exam.

- **Homework** will be assigned for all sections. They include the following types:

  o Those done by hand and out of the textbook or from a worksheet. These must be done by hand, **in pencil**, and on graph paper as if required. **Please show all of your work** so that I can give you partial credit if it is due. All answers must be clearly indicated with either in a box or a double colored-line underneath your answer. Incorrect homework can be reworked and turned back in up through the end of that chapter/section.

  o MyMathLab, through the publisher. You must keep a notebook of your work for your online homework. At the end of each chapter, I will review all incorrect or late problems and award partial or whole credit where due.

  o **Notebook of all MML homework assignments.** These should be written out like regular homework problems, organized by section, give original problem, showing work and answer.

  o **Late homework policy:** You will be allowed three late homework assignments. After that late homework will not be accepted unless you have made prior arrangements with me.

- **Forums:** There will be weekly discussions. You are required to post a minimum of three responses per forum. You must post the first response no later than the given due date, then respond to at least two classmates before the final due date. You may post as often as you like. Graded discussion posts are graded based on the rubric posted on Moodle. I will average the grade of your three best posts for a maximum of 3 points per week for discussion points.

- **Tests:** There will be approximately four tests worth approximately 100 points each. All exams must be taken. If you need to miss or reschedule an exam, please let me know prior to the test or the day of the test. Exams will only be rescheduled for doctor's appointments or an emergency. Please notify the college in case of an emergency.

- **Quizzes:** There may be periodic quizzes given through the semester.

- **Final:** The final exam date and time will be announced later. All students must take the final.

- **Attendance** is NOT part of the course evaluation, but I do keep an attendance record. New material will be presented daily and it is **your responsibility** to keep up with the course if you need to miss a class. PLEASE let me know in advance if possible if you need to miss class or an exam so we can make arrangements to review the new material or reschedule your exam. Exams will be rescheduled **only** for excused absences (ones with a documented reason, i.e. doctor's appt., etc.). Please notify student services if you have an emergency.

Your grade in this course will be based on points:

Homework	1 – 10 points each
Online homework notebook	1.5 – 5 points per chapter
Weekly Forums	3 points each
Quizzes and Tests	Approximately 20 – 120 pts each
Final	Approximately 100 pts
Participation and other in-class activities as appropriate	

Point Scale:
Points will be totaled and students will be assigned letter grades based upon the percentage of the total points they earned in the course.
A = 100 – 90%   B = 89 – 80%   C = 79 – 70%   D = 69 – 60%   F = <60%

Required Materials:
➢ Publisher Resources: **MyMathLab (MML) Access** is needed for many homework assignments. MML comes with electronic version of textbook therefore the actual textbook is NOT required.
➢ Internet access. There are several locations around campus where the internet can be accessed.
➢ A 3-ring binder that should contain all class handouts, notes, and assignments. This binder should be brought to each class. Organization is a factor in student success!
➢ Notebook for online homework work.
➢ Pencils for all homework assignments and tests.

Recommended Materials:
➢ Small pencil sharpener – the sharpeners in the classrooms do not work very well
➢ Calculator – for checking your work.
➢ Stapler or make sure any multiple page assignments are stapled prior to coming to class to turn in.
➢ Colored pencils, pens or highlighters
➢ 3-hole punch for organizing your materials in your binder.

Class Policies

Electronics:
a. Cell phones and other electronic devices are to be turned off (or at least to "silent/vibrate" mode) during class. If you have an emergency, please leave the classroom to handle it.
b. No laptops or tablets unless they are strictly used to access the online textbook, homework or to take notes.

Attendance, Preparedness & Participation:
a. Attendance is crucial to student success. However, being in the seat doesn't guarantee a passing grade! It is expected that you will have regular attendance, however, if you have a problem and must miss class, please call, leave a voice-mail, e-mail, or moodle-mail me so that I know you're okay and can update you on missed material! Students who get behind on their assignments are often unsuccessful in the course. If something happens in your life that makes it a real hardship for you to meet the deadlines, please speak to me in class, e-mail me, call me, or stop by my office **before** you are so far behind that you can't finish the course. I'm here to help you learn and reach your goals, and I'm always willing to work with my students to make that happen.

b. When you've missed a class, it is your responsibility to contact classmates and/or me to get the information you missed Students needing to miss class due to college-related activities (debate, livestock judging, athletics, etc.) should submit assignments early or make personal contact with the instructor to discuss alternative dates. Missing for school activities does not relieve students of their responsibilities to the class. **Remember to check moodle for class notes, handouts and other reference material!**

c. **Late assignments will not be accepted**.

d. No makeup work will be allowed for assignments, group activities or quizzes completed during class without instructor permission. Permission to complete makeup work is at the discretion of the instructor and seeking permission for make-ups is the student's responsibility.

Last Day to Withdraw: Thursday, November 12, 2015. This is a firm deadline; no exceptions.

Student Rights and Responsibilities: Please refer to the Casper College Student Conduct and Judicial Code for information concerning your rights and responsibilities as a Casper College Student.

Chain of Command: If you have any problems with this class, you should first contact the instructor to attempt to solve the problem. If you are not satisfied with the solution offered by the instructor, you should then take the matter through the appropriate chain of command starting with the Department Head/Program Director, the Academic Dean, and lastly the Vice President for Academic Affairs.

Official Means of Communication: Casper College faculty and staff will employ the student's assigned Casper College email account as a primary method of communication. Students are responsible to check their account regularly.

Academic Dishonesty - Cheating & Plagiarism: Casper College demands intellectual honesty. Proven plagiarism or any form of dishonesty associated with the academic process can result in the offender failing the course in which the offense was committed or expulsion from school. See the Casper College Student Code of Conduct.

ADA Accommodations Policy: If you need academic accommodations because of a disability, please inform me as soon as possible. To request academic accommodations, students must first consult with the college's Disability Services Counselor, Brent Heuer, at (307) 268-2557, office: GW 344, or bheuer@caspercollege.edu. The Disability Services Counselor is responsible for reviewing documentation provided by students requesting accommodations, determining eligibility for accommodations, and helping students request and use appropriate accommodations.

Claudia's Schedule for Fall 2015*					
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8-9:00 AM	Office	Math 0930-04 PS 222	Math 0930-04 PS 222	Math 0930-04 PS 222	Math 0930-04 PS 222
9-10:00 AM	Math 0900-01 PS 222	Math 0900-01 PS 222	Math 0900-01 PS 222	Math 0900-01 PS 222	Office
10-11:00AM	Math 1400-01 PS 222	Math 1400-01 PS 222	Math 1400-01 PS 222	Math 1400-01 PS 222	Office
11:00AM-12:00PM	Office	Office	Office	Office	
12:00-2:00PM		Office			
2-3:00 PM		Math Meeting			
* I am also teaching an online course: Math 0900-N1 and am in my office most afternoons					

Tentative Course Schedule

Week	Dates			Topics
1	24-Aug	to	27-Aug	Intro to class, 1.1 - 1.5 Place value, rounding, operations on whole numbers
2	31-Aug	to	3-Sep	1.6 - 1.8 Dividing, exponents, order of operations, variables, algebraic expressions and equations
3	7-Sep	to	10-Sep	*Labor Day Holiday,* 1.8 & 2.1 algebraic expressions and equations, introduction to integers
4	14-Sep	to	17-Sep	2.2 - 2.6 Operations on integers, order of operations, solving
5	21-Sep	to	24-Sep	2.6 Solving, **Chapters 1 & 2 Test**, 3.1 simplifying algebraic expressions
6	28-Sep	to	1-Oct	3.2 - 3.4 Algebraic equations and problem solving
7	5-Oct	to	8-Oct	3.4 Solving, **Chapter 3 Test**, 4.1 & 4.2 Intro to fractions, simplifying
8	12-Oct	to	15-Oct	4.3 - 4.5 Multiplying, dividing, adding and subracting fractions
9	19-Oct	to	22-Oct	*Fall Holiday,* 4.6 Complex fractions and order of operations
10	26-Oct	to	29-Oct	4.7 & 4.8 Operations on mixed numbers, solving equations with fractions. 5.1 & 5.2 Intro to decimals, adding and subtracting
11	2-Nov	to	5-Nov	5.3 - 5.5 Multiplying, dividing, fractions, decimals and order of operations
12	9-Nov	to	12-Nov	7.3 Square roots, Pythagorean theorem, 5.6 Solving equations with decimals, 12.1 & 12.5 Integer exponents
13	16-Nov	to	19-Nov	12.5 Scientific notation, **Chapters 4, 5, 7 & 12 Test**, 6.1 & 6.2 Ratios, proportions, percents, decimals and fractions
14	23-Nov	to	26-Nov	6.2 - 6.4 Solving percent problems, *Thanksgiving Holiday*
15	30-Nov	to	3-Dec	6.5 - 6.7 Applications of percents, 8.4 - 8.7 Linear measurement, weight and mass, capacity and temperatures
16	7-Dec	to	10-Dec	Review, **Chapters 6 & 8 Test**, final review
17	14-Dec	to	17-Dec	**Finals week**