

CASPER COLLEGE COURSE SYLLABUS  
MATH 0900, Section 04, Pre-Algebra Arithmetic

**SEMESTER/YEAR:** Fall 2015

**LECTURE HOURS:** 3

**CREDIT HOURS:** 3

**CLASS TIME:** 1:00-1:50 PM

**DAYS:** MTWTh

**ROOM:** PS 209

**INSTRUCTOR'S NAME:** Kevin McDermott

**INSTRUCTOR'S**

**CONTACT INFORMATION:** **OFFICE PHONE:** 268-2704      **EMAIL:** kmcdermott@caspercollege.edu  
**OFFICE #:** PS 212

**OFFICE HOURS:** Monday: 12:00 pm – 1:00 pm & 5:00 pm – 5:30 pm  
Tuesday: 12:00 pm – 1:00 am & 5:00 pm – 6:00 pm  
Wednesday: 12:00 pm – 1:00 pm & 5:00 pm – 5:30 pm  
Thursday: 12:00 pm – 1:00 pm  
Friday: 10:00 am – 12:00 pm by appointment only

**COURSE DESCRIPTION:** The study of operations of addition, subtraction, multiplication, and division of whole numbers, integers, fractions, and decimals. Also includes the study of percents, ratios, and if time permits, introductory algebra.

**PREREQUISITES:** ACT Composite Math score below 14; or a COMPASS exam score in the Pre-Algebra domain below 45.

**GOAL:** For each student to have personal responsibility for attending and participating in class, completing homework, asking questions, passing tests, and succeeding in this class.

**OUTCOMES:** Students should:

1. Be able to perform addition, subtraction, multiplication, and division with rational numbers including integers, without a calculator.
2. Be able to simplify arithmetic expressions using order of operations.
3. Be able to solve proportion problems.
4. Be able to convert units, both American and metric units.
5. Be able to solve percent problems.

**METHODOLOGY:** I plan to teach this class with short lectures followed by examples and then interspersed with student/team activities. I would like to implement some small group work where appropriate. Please feel free to ask questions at **any** time. I encourage small group, math related discussions during the activities.

**EVALUATION CRITERIA:** Homework is assigned nearly every class period. Remember you are in college and it is your **RESPONSIBILITY** to complete the homework! Always make sure to get your questions answered.

There will be 12 assignment based quizzes throughout the semester, worth 10 points each. Several of these will be take-home quizzes, and I will drop the lowest two quizzes for a total of 100 points. Since I will drop two quizzes, there are No Make-ups!

There will be 5 exams throughout the semester, each covering approximately 1 chapter. These tests will be worth 100 points each, for a total of 500 points. In some cases - maybe - there will be a possibility to submit corrections to wrong answers for some bonus points. Maybe!

Class attendance will count for a total of 100 points. A sign-in sheet will be passed around at the beginning of each class and attendance recorded. Students will lose 1 attendance point per class missed after the first 3 misses. No Exceptions!

There will be a final exam worth 200 points during finals week in early December. It will be comprehensive (cover the whole course), but will focus on Chapters 8.4-8.7 and 10.1.

Grades will be based on a strict scale, as follows:

- A: 720 - 800 points (90% - 100%)
- B: 640 - 719 points (80% - 89%)
- C: 560 - 639 points (70% - 79%)
- D: 480 - 559 points (60% - 69%)
- F: less than 480 points

Please let me know ahead of time if you are unable to make it to class for an exam. These need to be made up before the test date or at the latest BEFORE the next class period. See the attached sheet.

To guard against calculator dependence you will not be allowed to use a calculator on most quizzes and tests.

**REQUIRED TEXTS, READINGS, MATERIALS:** ALGEBRA Foundations (1st edition) by Martin and Gay.

**LAST DATE TO CHANGE TO AUDIT STATUS OR TO WITHDRAW WITH A "W" GRADE:** Thursday, November 12, 2011.

**STUDENT RIGHTS & 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, the Dean, and lastly the Vice President for Academic Affairs.

**Academic Dishonesty - Cheating and 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:** It is the policy of Casper College to provide appropriate accommodations to any student with a documented disability. If you have a need for accommodation in this course, please make an appointment with our Accommodative Services Counselor at 268-2557.

**TENTATIVE SCHEDULE WITH COURSE CONTENT:** We will cover Chapters 1 - 6, 8.4 - 8.7 and 10.1. We will cover one to two sections each class period and homework will be assigned every class period (a complete list of homework problems will be handed out during the first class.

Week 1	Sections 1.1 – 1.3
Week 2	Sections 1.4 – 1.6
Week 3	Sections 1.7 – 1.8 & Review Chapter 1
Week 4	Exam 1 & 2.1 – 2.3
Week 5	Sections 2.3 – 2.6
Week 6	Sections 3.1 – 3.2 & Review Chapters 2 and 3.1 – 3.2
Week 7	Exam 2 & Sections 3.3 – 3.4
Week 8	Sections 4.1 – 4.3
Week 9	Section 4.4 – 4.7
Week 10	Sections 4.7 – 4.8 & Review Chapters 3.3 – 3.4 and 4
Week 11	Exam 3 & Sections 5.1 – 5.3
Week 12	Sections 5.4 – 5.7
Week 13	Sections 6.1 – 6.2 & Review Chapters 5 and 6.1 – 6.2
Week 14	Exam 4 & Sections 6.3 – 6.7
Week 15	Sections 8.1 – 8.4
Week 16	Section 10.1 & Review for Final Exam
Exam Week	Final Exam

**My best suggestions for succeeding in this class are:**

1. Attend class and ask questions.
2. Complete the homework.

**WHAT IF I NEED HELP????**

1. Ask questions during class. If you are too intimidated to ask, write me a note. I'll answer the question the next class period.
2. See me before and/or after class or for more time contact me during my office hours listed above. If these times do not work for you, we can arrange another time to get your questions answered!
3. Go to the Math Learning Center in PS 104. It is free and available to everyone. They are open Monday through Saturday.
4. Form a study group with your classmates and/or friends. This is a great way to learn.

**Remember the best ability anyone can have is responsibility! ☺**