

MATH 0900 Section 91
Pre-Algebra Arithmetic
Fall 2015

Instructor: Dr. Nickodemus
Office: PS 340
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Lecture: MWR 2:00–3:10

Office Hours: TR 9:00–9:50
 WF 11:00–11:50
 To Be Determined

Textbook: None

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 Math score below 14; or a COMPASS placement score in the Pre-Algebra domain below 45.

Points: Your grade in this class is determined by your performance in 6 categories.

In Class Work	20%
In Class Exams	20%
Online Work	15%
Online Exams	15%
Participation	20%
Paper	10%

In Class Work: We will have in class work every day this semester. If you miss class due to a college sponsored activity, we can arrange a time for you to make up the assignment. In all other cases students will not be allowed to make up in class work.

In Class Exams: We will have 6 in class exams. The first 5 exams will cover the 5 units that we will cover in class. The last exam will be a cumulative final exam. The dates for the exams will be as follows.

Unit 1 Exam	September 16
Unit 2 Exam	October 5
in each of the seven Unit 3 Exam	October 26
Unit 4 Exam	November 12
Unit 5 Exam	December 3
Final	December 15

All these times are subject to change and it is the responsibility of the student remain informed.

Online Homework: We will have between 30 and 40 online homework assignments in this class. We will average three assignments per week. You are strongly encouraged to complete the online homework before class. Each online assignment will also contain a video lecture that will cover the material that we will be discussing in class the next day. However, the deadline to finish the online assignments is December 15.

Online Exams: We will have an online practice exam before each of the unit exams, and the final. You are allowed to retake these exams 3 times. The deadline for each exam is listed in MyOpenMath.

Participation: I will assign a participation grade to each student following each class meeting. If you fail to attend class you will receive 0 points for that day. I will also look at your performance on the online homework. This is a measure of how you prepared for the class meeting. You are expected to watch the online lecture, and do the online homework before you come to class. Other factors that may influence your participation score include, but are not limited to, asking questions, participating in discussions, visiting office hours, completing course evaluations, etc...

Email: The student's assigned Casper College email account is the *only* official method of communication in this class. All official communications with me will occur solely through the student's assigned Casper College email account. Email is also the only official method of communication at Casper College. Casper College faculty and staff will employ the student's assigned Casper College email account as the primary method of communication. Students are responsible to check their account regularly. They may contain information such as library fines notification, tuition bills, official correspondence from an instructor, etc.

Getting Help: If you feel that you are getting behind in the class, please let me know. Most issues can be cleared up very quickly if they are addressed early. If you cannot make any of my regular office hours listed above, we can schedule an individual appointment.

College Sponsored Activity: If you will be unable to earn your weekly points for a week because of a college sponsored activity, and you would like that week excused, you need to take the following actions.

1. Have your coach send me a typed letter on Casper College letter head with a list of all the dates that you will be gone for the entire semester by September 11.
2. Prior to your trip, send me an email telling me when you will be gone. This email should also contain an explanation of how and when you will make up the work that you will be missing. I will then email you back with a deadline for when you must have the missed work made up.

Dropping the Course: The last day to drop the course is November 12. Students will not be allowed to drop after this date.

Outcomes: The desired outcomes of the course include, but are not limited to

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

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 Dean, and lastly the Vice President for Academic Affairs.

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.

Plagiarism: Plagiarism is defined as the use of another's ideas or words without appropriate acknowledgment. Examples of plagiarism include: failing to use quotation marks when directly quoting from a source; failing to document distinctive ideas from a source; fabricating or inventing sources; and copying information from computer-based sources, e.g., the Internet.

Unauthorized Possession or Disposition of Academic Materials: Unauthorized possession or disposition of academic materials may include: selling or purchasing examinations, papers, reports or other academic work; taking another student's academic work without permission; possessing examinations, papers, reports, or other assignments not released by an instructor; and/or submitting the same paper for multiple classes without advance instructor authorization and approval.

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.