

CASPER COLLEGE COURSE SYLLABUS
MATH 0900-N1 Pre-Algebra

Semester / Year: Fall 2015

Lecture Hours: 4

Credit Hours: 4

Class Section(s) / Days/Times: N/A

Classroom: N/A

Instructor's Name: Claudia Stewart

Primary Contact: Through Moodle Class Communication (MCC)

Fax Number: 307-268-2132 **Include my name as recipient and yours as sender.**

Office: PS 344

Office Phone: 307-268-2520

Email: cstewart@caspercollege.edu

Office Hours: Times are available by appointment. I teach between 8 – 11am and am in my office before and after those times.

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. All assignments and activities are posted online in Moodle with online homework and quizzes

through MyMathLab. You will be expected to complete all the homework, including worksheets and question assignments, and quizzes, turn in handwork for requested assignments and all quizzes, take proctored paper and pencil tests and participate in the discussion forum. For the bulk of this course you are not allowed to use a calculator. This is crucial to the learning process of much of this material.

Evaluative Criteria: Your grade in this course will be determined by overall points on homework, worksheets, questions assignments, handwork, forums, quizzes, tests, and a cumulative final exam.

- **Homework** will be assigned for all sections. They include the following types:
 - **Online homework**, MyMathLab (MML), through the publisher. Each assignment must be written out on paper showing the original problem and your work. You may work each problem in MML as many times as you want, but after the third attempt, the problem will change to a similar exercise. Although it is not required, try for 100% on all assignments. Quizzes will contain similar problems to the homework.
 - **Worksheets** will be posted on moodle. You are expected to print them out, do your work on a separate sheet of paper, and send in the worksheet (with completed answers) AND your handwork. All worksheets require work shown unless otherwise instructed.
 - **Notebook of all homework** must be kept of your work from all MML assignments, worksheets and questions assignments. You will be requested to send me a digital copy of written work done for your online homework. I will randomly select MML assignments and will require these sent to me. This work must be done as if you were turning in homework for a lecture class. It must be done neatly and in your handwriting. See the next section below and the Homework Dos and Don'ts (on Moodle) for specifics on how to write your homework.
 - **Handwork** from problems on MyMathLab, worksheets, question assignments and ALL quizzes. You will send your handwork to me as a digital file attachment in a Moodle Class Communication (MCC). These assignments must be done by hand, **in pencil**, (no scribbling out with pen) and on regular paper or graph paper as appropriate. 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.
 - **Question assignments** will be regularly assigned. You may respond to these assignments via Moodle mail or as an attachment to Moodle mail. Responses are expected to be written using full sentences, grammatically correct and showing work as requested.
 - **Late assignments** will NOT be accepted without the instructor's prior approval. However, point deductions may apply. Time extensions are at the discretion of the instructor and, it is the student's responsibility to ask for an extension. Students needing to miss class due to college-related activities (debate, livestock judging, athletics, etc.) should submit assignments early or make personal contact with me to discuss alternative dates. Missing for school activities does not relieve students of their responsibilities to the class.
- **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.
- **Quizzes:** There will be one or two quizzes per chapter. Quizzes are done online through MyMathLab. You may take each quiz an unlimited amount of time with the highest grade counting. Quizzes must be done in one sitting, and you must send me your handwork to receive credit for a quiz.

- **Tests:** There will be three tests. These will be physical paper and pencil exams administered by a proctor. Each test will be worth approximately 100 to 150 points. All exams must be taken. If you need to miss or reschedule an exam, please let me know *before* the test if at all possible. Exams will only be rescheduled for doctor's appointments or an emergency. Please notify the college in case of an emergency. Every test must be proctored by a preapproved proctor. No exceptions. See below under "Requirements for Math 0900-N1" for details.
- **Final:** The final exam information will be posted on Moodle well in advance of the due date for the final.
- **Participation:** You are expected to check in with our course in Moodle a minimum of three times a week. You will be expected to exchange MCC (Moodle Class Communication) with me, forums, MML assignments in a timely manner, question assignments, worksheets and handwork. This is a very concentrated course so communication and participation is key to your success. It is **your responsibility** to keep up with the course. If you need to miss class, PLEASE let me know in advance if possible so we can try to make arrangements for any missed assignments. 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.
- **Due Dates:** All assignment (including MML, forums, worksheets, question assignments) due dates are posted in a PDF file at the start of each section AND as an image at the end of the same sections.

Evaluation Criteria: Your grade in this course will be based on points:

Online homework	1 – 15 points each
Handwork of worksheets and online homework	1 – 5 points each
Forums	3 points each
Question assignments	1 – 3 points each
Quizzes (and handwork) and Tests	10 – 150 pts each
Final	Approximately 100 pts

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%

Requirements for Math 0900-N1:

- **A proctor.** This must be someone who does not have a close relationship to you. Ideal proctors are local educators (high school, college testing center, etc.), librarian, local business person, clergy, etc. Your proctor **MUST** be approved by me prior to taking your first test. This person must have access to e-mail, printer and scanner or fax machine.
- **Internet access.** This is an online class therefore you must have consistent internet access. If your internet goes down (power outage, computer problem, etc.) contact me immediately by phone or my college e-mail.
- **Printer or printer access.** There are several assignments, which you must print out, that will be posted on Moodle, must be completed by hand and sent back to me for grading.
- **Scanner, fax machine, or digital camera/phone that takes legible pictures** for submission of handwritten homework and quizzes.
- **Publisher Resources: MyMathLab (MML) Access** is needed for most homework assignments and quizzes. MML comes with electronic version of textbook therefore the actual textbook is NOT required. You may initially sign up for temporary free access, but you will need to purchase the code within two weeks.

- White, 8½ x 11" **paper for handwork**
- **Pencil and eraser** for homework assignments, quizzes and tests
- **A 3-ring binder** or other notebook which should contain all class handouts, notes, assignments and handwork. Organization is a factor in student success!
- **Calculator** for Chapters 6, 7 and 8. You will use a basic model: 4-operations with the requirement of a calculator with exponent capabilities in the percent chapter (Chapter 6). Cell phones are not allowed to use as calculators under any circumstances.

Recommended Materials:

- 3-hole punch for organizing your materials in your binder
- Colored pencils, pens or highlighters

Preparedness:

It is important that you not fall behind. 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 let me know 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.

Questions and Availability: I welcome and encourage any and all questions relating to this course or other college topics. I am here to help you be successful, so please feel free to contact me. It is best to contact me through MCC (Moodle Class Communication). I will do my best to reply within 24 hours, unless I notify you in advance that I will not be available.

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. For this course, our primary means of communication will be through Moodle Class Communication (MCC).

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.

Tentative Course Schedule

****Check assignment sheets for specific due dates and additional assignments****

All quizzes are in MyMathLab; All tests are paper & pencil and must be proctored

Week	Dates	HW Sections, quizzes, tests	Topics
1	8/24 to 8/30	HW: 1.1 - 1.5	Intro to class, 1.1 - 1.5 Place value, rounding, operations on whole numbers
2	8/31 to 9/6	HW: 1.6 - 1.8	1.6 - 1.8 Dividing, exponents, order of operations, variables, algebraic expressions and equations
3	9/7 to 9/13	HW: 2.1 & 2.2 Quiz: Chapter 1	<i>Labor Day Holiday</i> , 2.1 & 2.2 Introduction to integers, adding
4	9/14 to 9/20	HW: 2.3 - 2.6 Quiz: Chapter 2	2.3 Adding and subtracting integers, 2.4 Multiplying and dividing, 2.5 Order of operations, 2.6 Solving
5	9/21 to 9/27	HW: 3.1 Test: Chapters 1 & 2	3.1 simplifying algebraic expressions
6	9/28 to 10/4	HW: 3.2 - 3.4 Quiz: Chapter 3	3.2 - 3.4 Algebraic equations and problem solving
7	10/5 to 10/11	HW: 4.1 - 4.2 Test: Chapter 3	3.4 Solving, 4.1 & 4.2 Intro to fractions, simplifying
8	10/12 to 10/18	HW: 4.3 - 4.5 Quiz: Chpt 4.1 - 4.3	4.3 - 4.5 Multiplying, dividing, adding and subtracting fractions
9	10/19 to 10/25	HW: 4.6 Quiz: Chpt 4.4 & 4.5	<i>Fall Holiday</i> , 4.6 Complex fractions and order of operations
10	10/26 to 11/1	HW: 4.7, 4.8, 5.1, 5.2 Quiz: Chpt 4.6 - 4.8	4.7 & 4.8 Operations on mixed numbers, solving equations with fractions. 5.1 & 5.2 Intro to decimals, adding and subtracting
11	11/2 to 11/8	HW: 5.3 - 5.5	5.3 - 5.5 Multiplying, dividing, fractions, decimals and order of operations
12	11/9 to 11/15	HW: 7.3, 5.6, 12.1, 12.5 Quiz: Chapter 5 & 7	7.3 Square roots, Pythagorean theorem, 5.6 Solving equations with decimals, 12.1 & 12.5 Integer exponents
13	11/16 to 11/22	HW: 6.1 & 6.2 Test: Chpts 4, 5, 7, 12	12.5 Scientific notation, 6.1 & 6.2 Ratios, proportions, percents, decimals and fractions
14	11/23 to 11/29	HW: 6.2 - 6.4	Solving percent problems, <i>Thanksgiving Holiday</i>
15	11/30 to 12/6	HW: 6.5 - 6.7, 8.4 - 8.7 Quiz: Chapter 6	6.5 - 6.7 Applications of percents, 8.4 - 8.7 Linear measurement, weight and mass, capacity and temperatures
16	12/7 to 12/13	Quiz: Chapter 8 Test: Chapters 6 & 8	Review and final review
17	12/14 to 12/7	Practice Final Exam; Final Exam	Finals week