Syllabus for: PreAlgebra	
Semester & Year:	Fall 2013
Course ID and Section Number:	Math 376-E3869
Number of Credits/Units:	4
Day/Time:	TThF/1:15 – 2:30
Location:	LRC105
Instructor's Name:	Diane Harrow
Contact Information:	Office location and hours: Phone:476-4100 ext 4817 Email:dharrow@redwoods.edu

Course Description:

A comprehensive review of arithmetic involving whole numbers, fractions, decimals, and signed numbers. Students will solve problems involving ratios, proportions, percents and geometry. Basic algebra concepts and techniques such as variables, simplifying expressions, solving equations and graphing linear equations will also be introduced. Problem solving, estimation, and the communication of mathematical ideas are an integral part of the course.

Student Learning Outcomes (as described in course outline):

1. Evaluate and simplify numerical and algebraic expressions involving integers and rational numbers.

2. Solve linear equations.

3. Write linear equations for word problems and solve.

4. Use sound mathematical writing and appropriate use of symbolism in presenting solutions of mathematical exercises and applications.

Special Accommodations:

College of the Redwoods complies with the Americans with Disabilities Act in making reasonable accommodations for qualified students with disabilities. Please present your written accommodation request at least one week before the first test so that necessary arrangements can be made. No last-minute arrangements or post-test adjustments will be made. If you have a disability or believe you might benefit from disability related services and may need accommodations, please see me or contact Disabled Students Programs and Services. Students may make requests for alternative media by contacting DSPS.

Academic Misconduct:

Cheating, plagiarism, collusion, abuse of resource materials, computer misuse, fabrication or falsification, multiple submissions, complicity in academic misconduct, and/ or bearing false witness will not be tolerated. Violations will be dealt with according to the procedures and sanctions proscribed by the College of the Redwoods. Students caught plagiarizing or cheating on exams will receive an "F" in the course.

The student code of conduct is available on the College of the Redwoods website at:

http://redwoods.edu/District/Board/New/Chapter5/AP%205500%20Conduct%20Code%20final%2002-07-2012.pdf

Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the college catalog and on the College of the Redwoods homepage.

College of the Redwoods is committed to equal opportunity in employment, admission to the college, and in the conduct of all of its programs and activities.

PREALGEBRA
MATHEMATICS 376 SYLLABUS
Fall 2013

INSTRUCTOR
Diane Harrow
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TEXT

- **Math 376**:
    - The textbook and solutions manual are available online at
      http://mathrev.redwoods.edu/PreAlgText
    - Upon request, instructors will also provide students with a free CD containing the
      textbook and solutions manual.
    - Many students find that they also want a printed version of the textbook and/or solutions
      manual. Printed versions can be purchased from the CR bookstore or directly from
      lulu.com:
        - purchase the textbook from lulu.com ($20 plus shipping)

        - purchase the solutions manual from lulu.com ($20 plus shipping)
    - For more information on Math 376 textbooks and other resources, see the department
      course page at http://msenux.redwoods.edu/mathdept/courses/math376.php

To start, click on *start.html* to get table of contents.

MATERIALS
For this class you will be doing the arithmetic by hand for most of the semester, so you will not need a
calculator until chapter 5-6. At that time you will need a scientific calculator—recommended is TI 83+
or TI 84. You will also need lined paper, a ruler, pencils, eraser, stapler, and a 3-ring binder for notes
and homework.

Course Description and Prerequisites

At College of the Redwoods, Math 376 is the course number for our Prealgebra course. This course
is designed to provide a review of arithmetic and a first introduction to the study of algebra.

Prerequisites: Grade of C or better in Math 372 (College Arithmetic) or equivalent, or an appropriate
score on the math placement exam—see your counselor.

Course Description: A comprehensive review of arithmetic involving whole numbers, fractions,
decimals, and signed numbers. Students will solve problems involving ratios, proportions, percents
and geometry. Basic algebra concepts and techniques such as, variables, simplifying expressions,
solving equations and graphing linear equations will also be introduced. Problem solving, estimation
and the communication of mathematical ideas are an integral part of the course.

HOMEWORK

There will be homework assigned each class session. DO YOUR HOMEWORK DAILY. This cannot be emphasized enough-- the students who are successful are those who are consistent in keeping their homework current. You will be expected to do scratch-work arithmetic to support your work rather than using the calculator. Mathematics is not a spectator sport--you learn by doing!

1. Each assignment should be stapled and clearly labeled with your name, section numbers, and instructor's name (Harrow). For the first few weeks please include your row number to facilitate returning homework.

2. Please work problems in order down the page. You may use both sides of the paper if you wish. Space your work out and write clearly and neatly to communicate properly. Use a pen or a finely-sharpened pencil. Scratch work should be included, but not mixed in with the problem steps.

3. It is expected that you will write the original problem, show the steps clearly in solving it, check your answers, and take the responsibility of correcting it with answers which are available to you.

4. Also, use a ruler to make straight lines. Follow the instructions completely for full homework points each day.

5. Before class begins, write problem numbers on the board for questions you have from last night's work. Students will be encouraged to write up answers to these before class starts and/or during attendance for extra credit. Indicate on your homework assignment that you deserve the extra credit to ensure credit.

6. Use equal signs only between expressions which are truly equal. A solution to an equation would show a series of steps of expressions which are equal.

7. To receive credit for homework it must be turned in when it is due; however, students may miss 3 assignments during the semester with no penalty. If it is complete and only 1 class day late, you can receive 1/2 credit, but it will not be graded.

QUIZZES and CLASS ACTIVITIES

There will be numerous quizzes and class activities which will be similar to the homework problems. These are extremely important as they indicate your progress both to you and the instructor. These cannot be made up if you are absent; however, you will be allowed to miss the equivalent of 3 day's quizzes without penalty for the semester.

Optimath system of online-quizzes will be included in the quiz grades. These work best with Firefox 3. More information is found in http://msenux.redwoods.edu/mathdept/courses/math376.php. It would be wise to put this link in your favorites as it includes the text and optimath links.

EXAMS

There will be several one-hour exams and a final exam. You are encouraged to think of an exam as an opportunity to show what you know (think positively). A practice exam or a list of topics will be available before each test. You are expected to take the exam on the scheduled date in class. There will also be SLO quizzes for accreditation purposes.

CLASSROOM ENVIRONMENT

It is expected that everyone involved in the class will act in a manner conducive to providing a comfortable environment for learning and in consideration for the rights of others. It is important to be quietly ready on time and to stay on task; therefore, conversation not pertaining to the subject at hand and/or personal discussions during the lecture time should be taken outside the classroom. Students who need reminders will be referred to the dean. School rules state that there would be no food or drink consumed in classrooms except bottled water.

Although this room is a computer lab, do not turn on and use the computers unless the teacher directs you to do so.

TUTORING

The teacher will be available for personal help by appointment. Often you can stop by before class. It is highly **recommended that you register for MATH 376L--the Math Lab.** Inasmuch as you are expected to spend about 8 hours a week on mathematics homework, you will find that working there with tutors available will increase your efficiency and decrease frustrations. The teacher will be in the Math Lab on Friday 12 – 1 p.m. You must register for MATH LAB 376L for either ½ unit(22.5 hours) or 1 unit(45 hours).

Other options to get tutoring are making an appointment in the ASC to meet with a tutor one-on-one or signing up for help in the LIGHT Center.

RESOURCE

A major resource is myCR. The syllabus, assignments, course description and helpful items will be posted there in Resources. The math dept website will have links to Optimath, myCR, and WebAdvisor. It also has information concerning Math 376. The link is http://www.msenux.redwoods.edu/mathdept/courses/math376.php.

COMMUNICATION

The best way to communicate with me personally if you are having difficulties is by the e-mail as it is checked often. I will use myCR to post assignments and announcements and send e-mails. Inasmuch as C.R. has an account for each student on myCR, you should check it daily for announcements and/or e-mail messages.

Example of a login for John Doe with student i.d. 0740320 would be jdoe320. The 6-digit birthdate(mm/dd/yy) is the original password. Then you can change the password to whatever you wish for future uses.

If you are missing class or dropping the class, an e-mail or phone message to me as a courtesy is appreciated.

You can also call 476-4210, #5 to find out if class is cancelled for any particular day.

DECISIONS

Placement tests are available on-line for you to determine if you are taking the correct class.

If you think that you should be in a higher class(Elementary Algebra Class), you can take the placement test online at the link: http://msenux.redwoods.edu/mathdept/placement.(Choose entry into Elementary Algebra Prerequisite Test). You will be able to take the test on your own. If you do well and want to change, see a counselor right away to make a change before you get behind in the work.

If you show a pattern of non-attendance or nonparticipation, you will be dropped in a few weeks on Census Day. If you wish to avoid this and have extenuating circumstances you need to contact me. If you find you need to drop the class, the last day to drop without a withdrawal on your record and receive a refund is Sept. 6,2013. The last day for a student initiated drop is Nov. 1, 2013.

It is the policy of the College of the Redwoods Math Department to exercise a "Faculty Withdrawal" for any student who has missed more than 15% of the class meeting time (prior to the drop deadline), due to the severely diminished likelihood of a successful outcome in the course. It is important to note that, if it is the student's intention to withdraw from the course, the responsibility remains with the student to ensure the proper paperwork has been filed – that is, students are not to assume the teacher will file the "Withdrawal" automatically.

DISABILITIES
Students with any possible type of learning or other disabilities are encouraged to use the facilities of the DSPS(Disabled students programs and services) on campus. Individualized counseling and advising are offered including academic advisement as well as disability-related counseling. One of the main benefits may be extra time and a private room for taking tests for those with test anxiety.

GRADES
Homework and Quizzes: 200 points
Tests: 500 points
Final exam: 100 points

GRADING SYSTEM:
A   90-100%   B   80-89%   C 70-79%   D 60-69%   F Below 60%
You must get a grade of at least 50% on the final exam to pass the class. This syllabus is subject to changes during the semester.

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