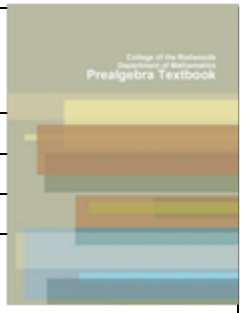
Syllabus for: (name of class)

Math 276-E7360 *Pre-Algebra for College Preparation*



Semester & Year:	Spring 2015
Course ID and Section Number:	Math 276-E7360
Number of Credits/Units:	-0- units (Math 276 is a "non-credit" alternative to Math 376)
Day/Time: **Location:**	MW 6:05-8:10 am, Room SC 202 at CR's Eureka campus
Instructor's Name:	Teresa ("Tami") Matsumoto
Contact Information:	Office location: SC 205-B, Eureka Campus; Office hours: MWF 1:30-2:30, MW 5-6, and by chance and by appointment. Phone: (707)476-4543, Fax: (707)476-4424 Email: tami-matsumoto@redwoods.edu

Course Description (catalog description as listed in CR's official course outline):

MATH-276 Pre-Algebra for College Preparation - (non-credit) A non-credit course, including 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 will also be introduced. Problem solving, estimation and the communication of mathematical ideas are an integral part of the course. Use of a scientific calculator will be introduced. Note: *A scientific calculator is required*

Student Learning Outcomes (as listed in CR's official Math 276 course outline) :

What should the student be able to do as a result of taking this course?

Some objectives in terms of specific, measurable student actions:

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.

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.

You might like to sign up for emergency notifications: https://www.getrave.com/login/Redwoods

Math 276 Arithmetic for College Preparation

Information follows in the following sections:

1. About Mathematics
2. Materials you will need
3. Course Content Organization
4. Course Requirements
5. Homework
6. Sources of Math Help
7. Creating Your Own Personal MATH REFERENCE BOOK
8. Grading Information
9. Schedule Information
10. In Case of Emergency

1. About Mathematics

math·e·mat·ics
maTH(ə)ˈmadiks/
noun
noun: **mathematics**; noun: **applied mathematics**; noun: **pure mathematics**

the abstract science of number, quantity, and space. Mathematics may be studied in its own right (*pure mathematics*), or as it is applied to other disciplines such as physics and engineering (*applied mathematics*).

Mathematics can be abstract at times, but, of course, math is used in everything. You couldn't live without ever using numbers or math.

You will need to learn (a la Bloom):

- Knowledge
  - Definitions
  - Types of numbers and representations of them
  - Arithmetical Operations
- Comprehension
  - How related things compare (similarities, differences)
  - What different things mean or tell us
  - How to interpret mathematical symbols
  - Which operations apply in which situations
- Application
  - How to take information given and apply math to it
  - How to solve problems, combining together what you have learned
  - How to apply what you know to ***new*** situations
- Analysis
  - How to make inferences from analysis of complex information
  - Recognizing importance and significance of component parts
- Synthesis
  - How to understand a situation and pull together all that you have learned, to reach appropriate conclusions and inferences
- Evaluation
  - How to look back to assess what was done (by you or others) and evaluate the results

2. Materials you will need:

- **Required Text: *PreAlgebra*.** By College of the Redwoods Department of Mathematics. The textbook is available online for free, on CR's Math Department website at http://mathrev.redwoods.edu/PreAlgText/ . You can get a printed version from the CR Bookstore or from Lulu.com, or buy your own copy online relatively inexpensively.
  - **Recommended:**
    - **Student Solutions Manual**
- **Calculator**: A ***Scientific*** Calculator (does not have to be a "graphing calculator").
- **Bound Notebook with Grid Paper**: Roaring Spring #77475 or Ampad #26-251 (about $2 - $6), for example. Check to make sure it is **bound** and has **graph paper** in it. You will use this to build yourself a reference book (see the "Reference Book Information" also).
- **Time. Lots!!** In your own weekly schedule, please block out at least 15 more hours *(possibly as much as 20 hours)*, per week, to devote to this class in order to really master all the material.
- **Supplemental Handouts**. There will be lots of handouts some of which you may have to print yourself. It is your responsibility to make sure that you get a copy of all supplemental material, even if you miss class.
- **Paper**: Homework Paper and scratch paper, lots of it! It is fine with me if you RE-USE paper. Paper that's only been used on one side is still fine (in general) on the other side. You will also need some graph paper. Get it in a pad or a package of loose-leaf sheets (rather than stuck in a notebook), or print it from the web. Many people find it helpful to get graph paper with heavier lines on every fifth line to make counting easier.
- **Pencils**: Lots. Math problems should be done in pencil in this class (as in math classes in general). If you like softer lead (I find it writes darker easier) then you might like "2B" mechanical pencil lead (I prefer "2B" to "HB" which I find not as easy to work with).
- **Erasers**: At least one.
- **A ruler**: Important for drawing tables and graphs carefully and correctly.
- **Computer Access** for:
  - **Email:** I expect you to have regular access to a computer and expect to be able to contact you easily. The College uses your "mycr.redwoods.edu" email address to communicate with you so it is important that you receive those email messages; you can set it up to autoforward those emails to another email address if you prefer (though you should still check it now and then just in case).
  - **Online exploration and course materials**. This is separate from your email but you need access to a computer for this also.

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3. Course Content:

We will follow the material in the textbook in Chapters 1 through 8.

Tentative Exam dates are listed in the calendar. These are subject to change, but this is the plan.

The Final Exam is scheduled for Monday, May 11, 5:30pm-7:30pm. Please plan to be there.

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4. Course Requirements (*subject to change with fair notice*):

Participation in Class Activities: Attendance and participation are essential to the learning process. In addition, everyone benefits from your input and participation, and some work we do will be in groups! One important aspect of this course is the incorporation of active learning in class; this requires everyone's participation, particularly during in-class activities. Also, the best way to insure having a successful experience in any course is to come to every class meeting and keep up with the assignments. There will often be handouts during class to be turned in at the end of class. If you miss more than four class sessions, you may be dropped from the course.

I realize that sometimes things come up and getting to class is impossible. In those cases, just communicate with me as soon as you possibly can. This is especially important if you are missing class on a day we are scheduled to have an exam!

Note that ALL students remain responsible for ALL assignments given and those assignments are expected to be turned in ON TIME. If you miss a class, the assumption is that you will get the necessary information to complete the assignment by the due date and be prepared to continue in the normal flow of the course.

CAUTION: the material builds from one week to the next and so
IT IS STRONGLY URGED THAT ALL STUDENTS ATTEND ALL CLASSES.

Problem Sets, assigned from the textbook: There will be weekly homework assignments . These will include "Practice" problems, "Basic" problems, and "Advanced" problems. Show your work, and work neatly and legibly. There will not be time for problems to be graded carefully, so it is very important that you check your own work before turning it in, and ask questions if you want to make sure you are on the right track.

Pop Quizzes: There may be pop quizzes. You should always bring a pencil with you to class each day to be ready for a quiz. Bring your reference book (which may be allowed for some quizzes).

Other assignments: There will be some assignments other than problems from the book. Some will be explained on handouts, some will be writing assignments, and some will be done in class. Also you will build your own Math Reference Book throughout the course.

Reference Book: Each student is required to create his/her own personal Math Reference Book throughout the term. It should be made in a bound notebook. It should have a title page at the front, followed by a table of contents. The contents should include material learned in the course. For the most part, it is up to you to decide exactly what to include, though there will be a few items I will direct you to be sure to include. Each page should be one separate topic. Suggestion: as you make entries of your own, note the ***textbook*** page # to refer back to, if needed.

Exams: There will be 6 Chapter Quizzes amid the term, a Midterm Exam, and a Final Exam during finals week. The Final Exam will be comprehensive and will be given in two parts: For one part you will be able to refer to your own Reference Book which you will be making throughout the term. About a week before each test you will be provided with a study guide for the exam. You do not need scantrons. You should always bring pencils, erasers, and your Reference Book (for grading) on test days.

Final exam official date and time: Monday May 11, 5:30pm-7:30pm, during finals week.

HELP?! If you have questions, please get help! It is ***your*** responsibility to seek help if you need it. We will go over some questions in class, but we will not have enough time to answer all of everyone's questions.

DUE DATES and LATE WORK: Caveat on "due dates": While we are, by necessity, confined within a certain time framework, it is important to me that you understand the material – given that, if you have made progress on an assignment but are having trouble completing it by the due date, communicate with me to make appropriate arrangements.

5. Homework — *What, When, Why, How?*

There will be weekly homework assignments. In general, work to finish your homework before the due date, but if you have questions, you will be allowed to turn in your homework two classes after it is assigned. Since this could result in overlaps of assignments, you must be very careful to keep your assignments clearly labeled, but this system allows you to ask for clarification, if needed, so that you can then finish up that assignment and still turn it in – and understand it.

The purpose of having you do homework exercises is

(1) to give you practice with a variety of problems, and
(2) to help you to learn to write responses correctly, and
(3) to help you get some feedback so that you know what you are doing right and what you need to improve on.

I will usually assign problems that have answers in the back of the book so that you can check your work as you go along and get help when you need to. Generally, we will go over a few problems in class, but if you still have more questions, then please be sure to seek out help from me or from others, outside of class time.

There are three categories of homework problems: "Practice," "Basic" and "Advanced." You are expected to do the "Practice" and the "Basic" problems. Do the "Advanced" problems if you want more practice and some more challenging or time-consuming problems. Some "Advanced" problems are needed for a grade above a C.

Here are some very general instructions for how I want you to do your homework:

1. When you turn in your homework, if there are multiple pages, please have them in the correct order. Also do not run the problems into each other – each problem should be clearly marked and easy to find.

2. Label each homework assignment clearly <u>in the center at the top of the page</u> with the assignment number: "HW #1" or whatever number it is.

3. At the top right side of the page, write your name and "Math 276" and the date.

4. Please use pencil, and erase carefully, when necessary.

5. The "Practice" need not be written out carefully; the idea is for you to get a lot of practice doing the problems, and it does not matter what the written work looks like. The "Written Assignments ("Basic" and "Advanced" problems) should be done with more care: Label each problem clearly, and paraphrase the question – you do not need to copy all the words of the question exactly as it is in the book, but you should write enough so that anyone looking at it (who does not have the book in front of them) can tell what it was that you were supposed to do.

6. Show your work – do not just turn in a list of answers. Even for most of the "Practice" problems, some intermediate work should be evident.

7. Work down the page – Each problem should be below the one you just did (not next to it), though a two-column format would be fine.

8. Check the answers in the book before turning in your work. It is your responsibility to check your work and get help if and when you have questions.

6. Sources of Math Help

If you have questions, please get help! It is your responsibility to seek help if you need it. I will answer some questions in class, but unfortunately, we will not have enough time to answer all of everyone's questions. Some sources of help are:

- Math 276L: Math Tutoring Lab (strongly recommended but not required). Register for the 1-unit or ½-unit section for this opportunity for drop-in tutoring in the Math Lab during open hours. Math Lab is a class; register for it using WebAdvisor; it is Credit/No Credit. For 1 unit of "credit" you must have 45 hours of documented attendance by the end of the semester (22.5 hours for 1/2-unit). You can sign up for ½ -unit and change to 1-unit later if you choose to.
- Math 252: Non-credit alternate version of Math Lab. You get the same drop-in tutoring help as Math 52, with the same hours, but this is -0- units and there is no hours requirement.
- GUID 145: There is a special section of GUID 145 that specifically helps students with strategies for prealgebra. It meets twice a week, so you would get small-group tutoring with others in the same class.
- One-on-one Tutoring: Any CR student can sign up to meet with a tutor. Contact the ASC. (You do not need to be registered in Math Lab for this.)
- Tutors in special programs (for example DSPS, EOPS)
- Private tutors
- Other students – form study groups. You can contact classmates via discussion forums or email.
- Instructors: You can come to my office during office hours, or by appointment; you can call or email me to connect. Other instructors are willing to help, too, when available.

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7. Creating Your Own Personal MATH REFERENCE BOOK

During the term, you will create your own personal Math Reference Book. In your Reference Book, you will write definitions, examples, and instructions of things that we learn in this class. This book will be useful to you throughout this course, and especially in other courses you take after this one!
You will be allowed to use your Reference Book on our "Reference Book Quizzes" as well as when you are studying and working on your homework, of course.

- Get a bound notebook with grid paper in it (sometimes called "quad ruled"). Composition books are about $2 to $4 dollars and are sold at the CR and HSU bookstores, Staples, and other places.
- Make a Title Page. The first page of the book should be made into a title page. Create a title for your book, and include identifying information so it could be returned to you if you ever were to lose it.
- Start the Table of Contents. On the top of the **next** page (right side) write "Table of Contents" and reserve the next several pages for your Table of Contents to grow into. Skip at least 4 pages – more if your writing is large or if you anticipate entering particularly detailed information in your "T O C."
- Page 1. The first page that you write actual content information on should be numbered "1".
- Number the following pages. Number the pages, either odd and even on front and back, or you might prefer to number just the right-side pages 1, 2, 3, and so on, leaving the left sides blank at first.
- Enter information regularly as you study and do your homework. Keep just one basic topic on each page, even if you don't fill up every page. The important thing to remember is to make this useful for yourself, so that a year from now (for example), you will be able to find whatever you look for easily.
- As you add information, write corresponding entries in the T O C, listing the number of the corresponding page ***in your reference book*** to the **right** of the T O C entry.
- What to write: At times, I will direct you to include specific information in your Reference Book. Also, as you study, go over your class notes and read corresponding material in the text, synthesize important information and put it into your Reference Book. Definitions and explanations in your own words will be easier for you to understand later. Include examples and pictures, too.

Your Reference Book will be graded several times during the term. Correctness will be spot-checked (due to lack of time – not for lack of interest!). The Reference Books are graded on three areas: completeness, general correctness, and presentation.

8. Grading information (*subject to change with fair notice*)

(1000 total points)

Assignments (650 points)

	Points each	Frequency	Number	Total Points
Activities in class	5 pts	Every class	25 will count	125
Supplemental Assignments ("SA")	5 pts	as assigned	18	90
Reference Book	15 pts	Ongoing, graded once	1	15
"Practice problems" ("PP")	15	Weekly	14	210
"Written Assignments" ("WA") – Basic and Advanced	15	Weekly	14	210

Quizzes & Exams (350 points)

Chapter Quiz	various	Each Chapter	6	100
Midterm Exam	100	once	1	100
Final Exam (cumulative)	150	once	1	150

Final Course Grade tentative cutoffs: 90% for A- or A, 80% for B-/B/B+, 70% for C-/C/C+. The cutoffs might be adjusted downward but will not be made higher.
You have the option to file to take this class Credit/No Credit.

9. Schedule Information:

Class meets MW 6:05-8:10pm, starting on January 21 and runs 15 weeks, followed by Finals Week. Class meets in Room SC 202.

Important dates:

- Monday, January 19 – Martin Luther King, Jr. *Holiday* – Campus closed
- Friday, January 30 – Last Day to Drop and Receive a Refund (for "credit" classes)

- Sunday, February 1 – Last Day to Drop without a "W" on your transcript
- Friday, February 13 – No CR Classes (Campus and Offices remain open)
- Monday, February 16 – Washington Day *Holiday* – Campus closed

- Thursday, March 5 – Last Day to Petition to Graduate or Apply for Certificate
- March 16-21 – Spring Break – No classes (Campus and Offices remain open)

- Friday, April 3 – Last Day for Student-Initiated Withdrawal (no refund, and get a "W")
- Saturday April 25 – tentatively, Humboldt Math Festival at Bayshore Mall

- Finals Week: May 8-15. <u>Math 276 Final: Mon May 11, 5:30-7:30pm</u>

CR Math 276 E7360 Pre-Algebra for College Prep – MW 6:05-8:10pm – Spring 2015

Week#	Monday	Tue	Wednesday	Thu	Fri	
1	Jan 19 CR / HSU Holiday (MLK Jr)	Jan 20 CR Math Classes Begin	Jan 21 1.1 Intro to Whole Numbers 1.2 Adding & Subtracting Whole #s	Jan 22	Jan 23	
2	Jan 26 -- **HW #1 DUE** 1.6 Solving Equations by Adding & Subtracting 1.3 Multiplication & Division	Jan 27	Jan 28 1.7 Solving Eq'ns by Mult & Division 1.4 Prime Factorization 1.5 Order of Operations	Jan 29	Jan 30 *Deadline to Drop w/o "W" & rec've refund*	
3	Feb 2 -- **HW #2 DUE** Review Chapter 1 2.1 Introduction to Integers 2.2 Adding Integers (start)	Feb 3	Feb 4 Chapter 1 – Time for Last Questions 2.2 Adding Integers, continued 2.3 Subtracting Integers	Feb 5	Feb 6	
4	Feb 9 -- **HW #3 DUE** **Chapter 1 Chapter Quiz** (20 pts) 2.4 Multiplication, Division of Integers 2.5 Order of Operations w/Integers	Feb 10	Feb 11 2.6 Solving Eq'ns Involving Integers 3.1 Mathematical Expressions 3.2 Evaluating Algebraic Expressions	Feb 12 *Deadline for P/NP option*	Feb 13 No Classes (Lincoln)	
5	Feb 16 CR Holiday (Washington)	Feb 17	Feb 18 -- **HW #4 DUE** Review Chapter 2 3.3 Simplifying Algebraic Expressions 3.4 Combining Like Terms	Feb 19	Feb 20	
6	Feb 23 Chapter 2 – Time for Last Questions 3.5 Solving Eq'ns Involving Integers II 3.6 Applications	Feb 24	Feb 25 -- **HW #5 DUE** **Chapter 2 Chapter Quiz** (15 pts) Review Chapter 3 4.1 Equivalent Fractions (start)	Feb 26	Feb 27	
7	Mar 2 Chapters 1-3 – Time for Last Questions 4.1 Equivalent Fractions, continued 4.2 Multiplying Fractions	Mar 3	Mar 4 -- **HW #6 DUE** **Midterm Exam** (100 pts) 4.3 Dividing Fractions 4.4 Adding & Subtracting Fractions	Mar 5 *Deadline to Petition to Graduate/Apply for Cert*	Mar 6	
8 DST*	Mar 9 4.5 Multiply & Divide Mixed Numbers 4.6 Add & Subtract Mixed Numbers 4.7 Order of Operations w/Fractions	Mar 10	Mar 11 -- **HW #7 DUE** 4.8 Solving Equations w/Fractions Review Chapter 4	Mar 12	Mar 13	Mar 14 *π Day!*
Spr Brk	Mar 16	Mar 17	Mar 18	Mar 19	Mar 20	Mar 21
9	Mar 23 Chapter 4 – Time for Last Questions 5.1 Introduction to Decimals Start 5.2 Adding Decimals	Mar 24	Mar 25 -- **HW #8 DUE** **Chapter 4 Chapter Quiz** (20 pts) 5.2, cont'd: Subtracting Decimals 5.3 Multiplying Decimals	Mar 26	Mar 27	
10	Mar 30 5.4 Dividing Decimals 5.5 Fractions & Decimals 5.6 Equations w/Decimals	Mar 31 ***Cesar Chavez Day***	Apr 1 -- **HW #9 DUE** 5.7 Introduction to Square Roots 5.8 Pythagorean Theorem Review Chapter 5	Apr 2	Apr 3 *W/drawal Deadline*	
11 5th Easter	Apr 6 Chapter 5 – Time for Last Questions 6.1 Introduction to Ratios & Rates 6.2 Introduction to Proportion	Apr 7	Apr 8 -- **HW #10 DUE** **Chapter 5 Chapter Quiz** (20 pts) 6.3 Unit Conversion: American units 6.4 Unit Conversion: Metric units	Apr 9	Apr 10	
12	Apr 13 6.5 American units ←→ Metric units Review Chapter 6 7.1 Percent, Decimal, Fraction	Apr 14	Apr 15 -- **HW #11 DUE** Chapter 6 – Time for Last Questions 7.2 Solving Basic Percent Problems 7.3 General Applications of Percent	Apr 16	Apr 17	
13	Apr 20 **Chapter 6 Chapter Quiz** (11 pts) 7.4 Percent Increase /Decrease 7.5 Interest	Apr 21	Apr 22 -- **HW #12 DUE** 7.6 Pie Charts Review Chapter 7 8.1 Cartesian Coordinate System	Apr 23	Apr 24	Apr 25 *Humboldt Math Festival?*
14	Apr 27 Chapter 7 – Last Questions 8.2 Graphing Linear Equations	Apr 28	Apr 29 -- **HW #13 DUE** **Chapter 7 Chapter Quiz** (14 pts) Review Chapter 8	Apr 30	May 1	
15	May 4 -- **HW #14 DUE** Chapter 8 Last Questions Review for Final Exam	May 5	May 6 Review and Last Questions for Final	May 7	May 8	
FINALS WEEK	May 11 **Final Exam 5:30-7:30** (150 pts)	May 12	May 13	May 14	May 15	May 16 CR Eureka Commenceme

10. In Case of Emergency

Please review evacuation sites, including the closest site to this classroom (posted by the exit of each room) and see http://www.redwoods.edu/safety.asp for information on campus Emergency Procedures.

During an evacuation:

- Be aware of all marked exits from your area and building. Know routes to the nearest exits.
- Once outside, move to the nearest evacuation point outside your building.
- Keep streets and walkways clear for emergency vehicles and personnel.
- Do not leave campus, unless it has been deemed safe by the Incident Commander or campus authorities. (Be aware CR's lower parking lot and 101 frontage are in the Tsunami Zone).

RAVE Emergency Alert System - College of the Redwoods has implemented an emergency alert system. Everyone is entered already to receive a message at his/her CR email address. You can also elect to receive an alert through your personal email, and/or phones at your home, office, and cell. This emergency alert system is available to all students, staff, and other interested parties.

Registration is necessary in order to receive emergency alerts. Please go to https://www.getrave.com/login/Redwoods and use the "Register" button on the top right portion of the registration page to create an account. Use your CR email address as your primary Registration Email. Your CR email address ends with "redwoods.edu." During the registration process you can elect to add additional information, such as office phone, home phone, cell phone, and personal email.

CR will test the system each semester to be sure that you are getting alerts at all of your destinations. Please contact Public Safety, 707-476-4112, security@redwoods.edu, if you have any questions.

CAVEAT: The above procedures are subject to change.
