Syllabus for MATH 276/376 – Pre Algebra – Eureka Campus		
Semester & Year	Fall 2016	
Course ID and Section#	MATH-276-E2191 (non-credit) and MATH-376-E2192 (4.0 units)	
Instructor's Name	Elizabeth (Betsy) Buchanan	
Day/Time	Mon, Wed, Thurs 2:50PM – 4:05 PM	
Location	SC 204 (Science Building, 2nd Floor, Eureka Main Campus)	
Number of Credits/Units	MATH-276-E2191 (non-credit) and MATH-376-E2192 (4.0 units)	
Contact Information	*Office location*	L101E (in the back of the Library / LRC)
	Office hours	Mon – Thurs 9:30 – 2:00
	Phone number	(707) 476-4369
	Email address	Betsy-Buchanan@redwoods.edu
Textbook Information	*Title & Edition*	Prealgebra Textbook Second Edition: 2012-2013
	Author	College of the Redwoods Math Dept.
	Free online *A limited number of printed copies are also available for reserve in the Library*	Textbook: http://archive.redwoods.edu/Departments/Mathematics/PreAlgText/Prealgebra.pdf Solutions Manual: http://archive.redwoods.edu/Departments/Mathematics/PreAlgText/PrealgebraSolutions.pdf

Course Descriptions

Math 276: 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.

Math 376: 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.

Student Learning Outcomes

Students should be able to do as a result of taking this course:

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 at 707-476-4280.

Academic Support

Academic support is available at Counseling and Advising and includes academic advising and educational planning, Academic Support Center for tutoring and proctored tests, and Extended Opportunity Programs & Services, for eligible students, with advising, assistance, tutoring, and more.

Academic Honesty

In the academic community, the high value placed on truth implies a corresponding intolerance of scholastic dishonesty. In cases involving academic dishonesty, determination of the grade and of the student's status in the course is left primarily to the discretion of the faculty member. In such cases, where the instructor determines that a student has demonstrated academic dishonesty, the student may receive a failing grade for the assignment and/or exam and may be reported to the Chief Student Services Officer or designee.

The Student Code of Conduct (AP 5500) is available on the College of the Redwoods website at: http://www.redwoods.edu/board/Board-Policies/Chapter-5-Student-Services , and scroll to AP 5500. 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 website.

Disruptive Classroom Behavior

Student behavior or speech that disrupts the instructional setting will not be tolerated. Disruptive conduct may include, but is not limited to: unwarranted interruptions; failure to adhere to instructor's directions; vulgar or obscene language; slurs or other forms of intimidation; and physically or verbally abusive behavior. In such cases where the instructor determines that a student has disrupted the educational process a disruptive student may be temporarily removed from class. In addition, he or she may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct (AP 5500) is available on the College of the Redwoods website at:
http://www.redwoods.edu/board/Board-Policies/Chapter-5-Student-Services and scroll to AP 5500.
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 website.

Emergency Procedures for the Eureka campus:

Please review the campus evacuation sites, including the closest site to this classroom (posted by the exit of each room). The Eureka **campus emergency map** is available at:
(http://www.redwoods.edu/aboutcr/Eureka-Map ; choose the evacuation map option). For more information on Public Safety, go to http://www.redwoods.edu/publicsafety . In an emergency that requires an evacuation of the building:

- Be aware of all marked exits from your area and building.
- 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.

(CR's lower parking lot and Tompkins Hill Rd are within the Tsunami Zone.)

RAVE – College of the Redwoods has implemented an emergency alert system. In the event of an emergency on campus you can receive an alert through your personal email and/or phones at your home, office, and cell. 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. During the registration process you can elect to add additional information, such as office phone, home phone, cell phone, and personal email. Please use your CR email address as your primary Registration Email. Your CR email address ends with "redwoods.edu."
Please contact Public Safety at 707-476-4112 or security@redwoods.edu if you have any questions.

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.

Attendance

In algebra, each new concept is dependent upon a previous set of concepts. Thus, to really succeed in a math class, you need to attend every class meeting, because missing one class will surely cause a hole in the sequence. But if you have to miss class, make arrangements with a fellow student beforehand to get any notes or materials covered that day. Remember, you are responsible to learn the material for each class period, even if you can't attend, but active class participation will contribute positively to your course grade, and increase your skill.

Check the course website on Canvas to keep up with class lecture materials if you are unable to attend. Attendance is taken at each meeting. Missing too many classes may cause you to be dropped from the course. *Do Not* assume that you'll be dropped though.

If you are no longer attending class, login to WebAdvisor and withdraw from course, or visit or call the Registration Office at CR and tell them you are withdrawing from the class. That way, you will receive a W rather than a failing grade.

Required Textbook

The latest version of the textbook is available free online.

http://archive.redwoods.edu/Departments/Mathematics/PreAlgText/Prealgebra.pdf

It can be downloaded as a .pdf file to your computer, laptop, tablet, smartphone, or onto a CD or flash drive.

The Solutions Manual contains detailed solutions to the odd-numbered exercises in the textbook, and is also available for free download:

http://archive.redwoods.edu/Departments/Mathematics/PreAlgText/PrealgebraSolutions.pdf

If you wish to purchase a printed copy for a nominal charge (currently $20), you can do so at Lulu.com:

Textbook: http://www.lulu.com/shop/http://www.lulu.com/shop/college-of-the-redwoods-department-of-mathematics/prealgebra-textbook/paperback/product-20278936.html

Solutions Manual: http://www.lulu.com/shop/http://www.lulu.com/shop/college-of-the-redwoods-department-of-mathematics/prealgebra-textbook-solutions-manual/paperback/product-20969389.html

A limited number of copies are also available on reserve at the front desk of the Library. Some can be checked out for the semester, and there are also 3 copies that can be checked out for a 1-hour reserve time in the Library.

Graphing Calculator

A scientific calculator with a graphing package is required for the course. The TI-83 Plus or TI-84 Plus are recommended.

A limited number of graphing calculators are available for rent from the Math Dept. for the semester. The cost is $15 for the semester, payable at the Cashier's Window in the Student Services Building. Prior to paying the rental fee, check in the Math Lab office, L101E, to make sure there are still calculators available. (They do rent out quickly.) Once you've paid the fee, bring your receipt to the Math Lab office, L101E, to rent your calculator.

Homework

This course requires about two hours of study for every hour of class. Since our class meets for 3.75 hours each week, that's 7 ½ hours of study you should plan to set aside each week to work on homework and study time. It cannot be emphasized enough how important it is for you to regularly complete your homework. Regular and consistent practice is where the real learning takes place, and where you will begin to see the logic and connections to the concepts you've already learned.

Homework assignments (Parts A and B) are assigned weekly, and are generally due every Monday by the end of class.
Part A exercises are all odd-numbered problems. You are expected to correct these exercises yourself, by checking your answers at the back of each section, or referring to the solutions manual for detailed solutions to the exercises.
Part B exercises are a select number of even-numbered problems. Do not attempt Part B exercises until you have completed (and corrected) Part A exercises.

All homework should be correctly labeled with your name and homework number, and should be neat and legible. Do not use a pen to complete your homework, only pencil. Erase carefully, when necessary. Each exercise problem should be clearly labeled with the exercise number, and the original problem written on your paper. Work vertically down the page, clearly and neatly showing each step and all work.

Check your answers in the book (for Part A problems) before turning in your work. It is your responsibility to check your work and get help if and when you have questions.

OPTIMATH Quizzes

At the end of each week (with the exception of Thanksgiving Break), I will assign an online quiz on OPTIMATH. These quizzes are generally available by the end of class each Thursday, and can be attempted as many times as you want until the beginning of class on Monday. After the due date, the assignment is closed, and I will only record the highest score achieved for grading. In most cases, full solutions are available to view after the quiz has been submitted. These quizzes help you develop strength and confidence in the concepts you are learning.

OPTIMATH is located at: http://msenux2.redwoods.edu/cgi-bin/online/f16/OTportal.cgi

Click "LOGIN for Fall 2016 Mathematics classes", click on Math 276 for instructor Betsy Buchanan (this is used for the Math 376 students as well).

You will be asked to log in. Your username is the same as your Canvas (and WebAdvisor) username. (first letter of your first name, last name, followed by the last 3 digits of your student ID number)

Your password is your 7 digit student ID number, beginning with the number 0. (Note that this is different than your passwords for Canvas and WebAdvisor.)

You can use the computers in the Math Lab, Academic Support Center, or configure your own computer to do the OPTIMATH quizzes. Please note that OPTIMATH ***DOES NOT*** work with Google Chrome. You'll need to run OPTIMATH on Internet Explorer, Mozilla Firefox, or Safari.

Full system requirements can be found here:
http://msenux2.redwoods.edu/online/f16/info/student/sysreq.html

You will need to download the most recent version of Adobe Reader to run OPTIMATH on your own computer.

Exams

There will be a total of 4 Chapter Exams:
Exam #1 (covers Chapters 1 and 2)
Exam #2 (covers Chapters 3 and 4)
Exam #3 (covers Chapters 5 and 6)
Exam #4 (covers Chapters 7 and 8)

The Final Exam will be a comprehensive exam, covering all course material. You must pass the final exam with at least a 70% in order to be eligible for Math 380 (Elementary Algebra) or Math 102 (Pathway to Statistics).

There are no make-up exams. At the end of the semester, I will drop your lowest exam score, and replace it with the Final Exam score, if the Final Exam is higher. If you missed an exam, I will replace the missing score with your Final Exam score.

If you have special accommodations to take exams in the Testing Center, you will need to make an appointment with Testing Center staff to take the test. Their number is 707-476-4106. They are located in the Academic Support Center (next to the Math Lab) in the back of the Library/LRC.

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Grading

In order to pass this course, you must pass the final with a 70% or better. In addition, your overall weighted score must be 70% or better:

Homework	10%
In-Class Participation/Attendance	5%
OPTIMATH Quizzes	10%
4 Chapter Exams	60% (15% each)
Final Exam	15%

For Math 376 Students, letter grades will be based on the following weighted scores:

93-100%	A
90-92.9%	A-
87-89.9%	B+
83-86.9%	B
80-82.9%	B-
77-79.9%	C+
70-76.0%	C
60-69.9%	D
Below 60%	F

For Math 276 (non-credit) students, a weighted score of at least 70%, plus a final score of at least 70% will earn you a passing score S (Satisfactory) and you will be eligible for Math 380 (Elementary Algebra) or Math 102 (Path to Stats).

Canvas

Instructional materials, including links to textbook and OPTIMATH, will be located on the Canvas website for this course. You should log on to Canvas at least twice a week to check for important updates, announcements, and course events.

You will also be able to view your grade and weighted score in the Gradebook section.

Getting Help

There are free resources available for extra help. If you have questions, please get help! There are many options, first and foremost is signing up for Math Lab, which gives you access to the walk-in math assistance center located in the back of the Learning Resource Center. You have a several options to choose from.

To take Math Lab for "credit":

You must sign-up for Math 376L: Math Lab for Prealgebra. Math Lab is a "class", so log-in to WebAdvisor and register for the ½ -unit (Math 376L-E2236) or 1-unit section (Math 376-E2238). To receive the 1 unit of "credit" you must log 45 hours of documented attendance in the Math Lab by the last day of classes (December 9th), or 22.5 hours for ½ -unit. You can sign up for the ½ -unit and change to 1-unit later in the semester if you choose to.

In addition to completing the minimum hours, you must also complete a modest set of online assignments to get the credit for Math Lab. It is a Credit/No Credit course

To take Math Lab for non-credit:

Sign up for Math 252-E0333: This is a non-credit alternate version of Math Lab. You get the same drop-in tutoring help as Math 376L, with the same hours, but this is -0- units and there is no minimum time requirement, nor assignments to complete. This can also be added through WebAdvisor.

One-on-one Tutoring:

Any CR student can sign up to privately meet with a tutor for free. Contact the Academic Support Center ASC. (You do not need to be registered in Math Lab for this.)

Tutors in special programs (for example at the Light Center, or through EOPS):

Other students – form study groups. You can contact classmates via discussion forums or email. Forming a study group with other students in your class is a great way to learn math. Helping each other is important, as when you verbalize the process, you really know whether you know it or not. That's a lot of study!

This syllabus is subject to change.

Syllabus for MATH 276/376 – Pre Algebra – Eureka Campus

Semester Schedule – Fall 2016

Week#	Monday	Tuesday	Wednesday	Thursday	Fri
1	Aug 29 CLASSES BEGIN Intro, 1.1, 1.2	Aug 30	Aug 31 1.3, 1.4, 1.5	Sept 1 OPTIMATH Orientation Meet in L103 **OPTIMATH Quiz 1**	Sept 2 Last Day to add a cla
2	Sept 5 LABOR DAY No Classes	Sept 6	Sept 7 1.6, 1.7 **HW #1 DUE**	Sept 8 Review Chapter 1 2.1 **OPTIMATH Quiz 2**	Sept 9 Last Day to Drop w/o "W" and rec'v refund
3	Sept 12 CENSUS DAY 2.2, 2.3 **HW #2 DUE**	Sept 13	Sept 14 2.4, 2.5	Sept 15 2.6 **OPTIMATH Quiz 3**	Sept 16
4	Sept 19 Review Chapter 2 3.1 **HW #3 DUE**	Sept 20	Sept 21 3.2 Review for Exam #1	Sept 22 **Exam #1(Ch 1 & 2)**	Sept 23 Last Day to file P/NP option
5	Sept 26 3.3, 3.4 **HW #4 DUE**	Sept 27	Sept 28 3.5, 3.6	Sept 29 Review Chapter 3 4.1 **OPTIMATH Quiz 4**	Sept 30
6	Oct 3 4.2 **HW #5 DUE**	Oct 4	Oct 5 4.3, 4.4	Oct 6 4.5 **OPTIMATH Quiz 5**	Oct 7
7	Oct 10 4.6, 4.7 **HW #6 DUE**	Oct 11	Oct 12 4.8	Oct 13 Review Chapter 4 5.1 **OPTIMATH Quiz 6**	Oct 14
8	Oct 17 5.2, 5.3 **HW #7 DUE**	Oct 18	Oct 19 5.4 Review for Exam #2	Oct 20 **Exam #2 (Ch 3 & 4)**	Oct 21
9	Oct 24 5.5, 5.6 **HW #8 DUE**	Oct 25	Oct 26 5.7, 5.8	Oct 27 Review Chapter 5 6.1 **OPTIMATH Quiz 7**	Oct 28 Last Day to Petition to Graduate
10	Oct 31 6.2, 6.3 **HW #9 DUE**	Nov 1	Nov 2 6.4, 6.5	Nov 3 Review Chapter 6 7.1 **OPTIMATH Quiz 8**	Nov 4 Last Day for Student-Init'd Drop
11	Nov 7 7.2 **HW #10 DUE**	Nov 8	Nov 9 7.3 Review for Exam #3	Nov 10 **Exam #3 (Ch 5 & 6)**	Nov 11 VETERANS DAY No Classes
12	Nov 14 7.4 **HW #11 DUE**	Nov 15	Nov 16 7.5	Nov 17 7.6 **OPTIMATH Quiz 9**	Nov 18
13	Nov 21 Review Chapter 7 **HW #12 DUE**	Nov 22	Nov 23 8.1	Nov 24 - 25 THANKSGIVING HOLIDAY No classes	
14	Nov 28 8.2 **HW #13 DUE** **OPTIMATH Quiz 10**	Nov 29	Nov 30 Review Chapter 8	Dec 1 **Exam #4 (Ch 7 & 8)**	Dec 2
15	Dec 5 Review Chapters 1 – 3 **HW #14 DUE**	Dec 6	Dec 7 Review Chapters 4 - 6	Dec 8 Review Chapters 7 - 8	Dec 9
CR FINALS WEEK	Dec 12 **Final 3:15 – 5:15**	Dec 13	Dec 14	Dec 15	Dec 16

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