Course Description: Designed to prepare students for Elementary and Intermediate Algebra. Course topics include thorough coverage of positive and negative numbers, fractions, decimals, and percentages and basic algebra concepts.

Required Materials:
Text: Prealgebra, 6th edition, McKeague
Software: WebAssign (purchase access code at Bookstore or buy online with a credit card.)

Is This the Right Class for You?
If you examine the text and feel that you belong in the next level class, Elementary Algebra, please see me. I can assist you in reviewing for the Placement Exam so that you can try to test into the next level. If you prefer to stay in this class, but would like to move faster, please speak with me.

What is a Good Approach to Use in Succeeding in this College Class?
College students have chosen to attend college in order to pursue a higher education and improve their prospects for a productive career. The behaviors that make it possible to achieve these goals include:

• Setting aside enough time to spend to learn the material (College classes normally require at least 8-10 hours per week.),
• Attending all classes, arriving on time and staying until the end of class,
• Coming to class prepared (Before each class, complete the homework assignment due on that day, seeking help when needed, and preview the sections to be covered in that class.),
• Using class time wisely (While in class, concentrate on the subject at hand, asking questions when clarification is needed.),
• Adopting a can-do, positive attitude,
• Being willing to work as a team member with your instructor and classmates, showing respect for all,
• Taking responsibility for one’s own learning, and
• Knowing about and using the resources available for assistance.

Grading Procedures:
There will be four 100-point tests, one 150-point cumulative final exam, one 50-point homework grade and one 50-point quiz grade. All homework and most quizzes are given online through WebAssign. A total of 650 points may be earned this semester. The grading scale is:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Total Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>585-650 (90%-100%)</td>
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<tr>
<td>B</td>
<td>520-584 (80%-89%)</td>
</tr>
<tr>
<td>C</td>
<td>455-519 (70%-79%)</td>
</tr>
<tr>
<td>D</td>
<td>390-454 (60%-69%)</td>
</tr>
<tr>
<td>F</td>
<td>Below 390 (Below 60%)</td>
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</table>

Drop Date:
The deadline for dropping this course is Thursday, April 29, 2010. Determining whether to drop the course and dropping by the drop date are both responsibilities of the student. After the drop date, only evaluative grades (A, B, C, D, F, P or NP) may be given.
Homework:
Homework assignments are completed online using WebAssign, an online homework system. WebAssign is required for this class. You may try each homework problem up to five times before the due date. After the due date, homework assignments are locked, and you may view the assignment, but not make any changes. You should redo any missed problems on each homework assignment until you can do them correctly. The goal is to make 100% on each homework assignment. There are approximately 20 homework assignments which will be averaged and count as 50 points towards your final grade (7.6923%)

For your homework and quizzes, keep a binder in which you write down and fully work out all homework problems, using algebra and showing all steps in a logical, organized fashion. You may also print out the online homework assignments for your binder if you would like a printed copy. On your homework and quizzes, it is important to write out all steps, use algebra, and show work in a logical and organized fashion since this is what you will be required to do on tests and the Final Exam. On tests and the Final Exam leaving out steps will cause you to miss the points assigned to those steps, and failing to use algebra will result in no credit for the problem.

Complete all homework assignments and quizzes carefully with full attention given to the material. If you need to refer to your text or notes while you working a problem, then you should redo that problem without using references. The careful completion of every homework assignment is important to your success in this class. In order to be prepared for tests, you should be able to do all homework, quiz and review problems correctly without referring to your notes.

Each student is entitled to two homework extensions during the semester. To request an extension, use the button in WebAssign on the bottom of the homework page that reads, “Request an Extension”. Plan ahead and complete homework on time when possible so that you can save your two extensions for emergencies.

Quizzes:
Approximately 10 to 15 quizzes will be given during the semester. Some are online and others are given in class. Online quizzes are scheduled in WebAssign. For online quizzes, you may try each problem twice before the due date. The in-class quizzes may be unannounced. Two quiz grades will the dropped at the end of the semester and the remaining quizzes will be averaged and count as 50 points (50/650 = 7.6923%) towards your final grade. There are no make-up quizzes given for any reason.

Showing Work and Using Algebra: In this Prealgebra class we will be learning how to do problems algebraically in a step-by-step fashion. Work must be presented using algebra, and all work must be shown in a logical and organized fashion. For all quizzes and tests, points are assigned to steps as well as to the final answer. Getting the correct answer is only worth a small portion of the total points for the problem. To earn full credit for a problem, you must show all steps, use algebra, organize your work in a logical fashion, and get the correct answer.

Studying Math: Set aside 8 to 12 hours per week to do your homework assignments and to complete other study and learning tasks including: reading the text, doing examples from the text, making outlines or 3x5 cards, memorizing formulas, rules or processes, viewing videos or getting help from your instructor or from peers in the MLC or the Tutoring Center. Do not fall behind in your work. Catching up before a test is an extremely difficult task.
Tests:
Mark the following tentative test dates in your calendar, and don't schedule any conflicting event.

- Tests may be given early to students if the circumstances warrant. Please see me at least one week before the scheduled test date if you wish to take a test early.
- Students who miss a test may be dropped from the class with no notice other than this one. If you are ill on test day, you must contact me on that day (ccongleton@miracosta.edu or 760.757.2121 extension 6255) and leave a phone number where I can reach you ON THAT DAY. I will call you.
- Approved make-up tests for those who are ill and have contacted me on test day are always given before the next class period.
- Please remember that there are NO DROPPED TESTS in this course.

<table>
<thead>
<tr>
<th>Test</th>
<th>Day</th>
<th>Date</th>
<th>Chapter</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Thurs</td>
<td>2/18</td>
<td>1, 2</td>
</tr>
<tr>
<td>2</td>
<td>Thurs</td>
<td>3/18</td>
<td>3</td>
</tr>
<tr>
<td>3</td>
<td>Tues</td>
<td>4/13</td>
<td>4</td>
</tr>
<tr>
<td>4</td>
<td>Tues</td>
<td>5/4</td>
<td>5</td>
</tr>
</tbody>
</table>

Final Exam: Thursday, May 27, 10:30 am, Room SAN307
The Final is cumulative and includes 6.1, 6.3, 7.1, 7.2, 7.3, 9.1, 9.2 and all of the material from Tests 1, 2, 3, and 4.
The four tests will count for 400 points towards your final grade (61.5385%). The final exam counts 150 points towards your final grade (23.0769%).

Office Hours:
Regular Office Hours are:
Tuesdays 12:45-1:15pm, Room SAN307

Please take advantage of these regular office hours if you need help. If you can't come during scheduled office hours, you may schedule an appointment. Also, I am always happy to stay after class and answer questions unless I have a previously scheduled appointment. To make an appointment or ask questions, you may reach me by phone (757-2121, ext. 6255) or email at ccongleton@miracosta.edu.

Getting Help:
1. WebAssign: Use the resources in WebAssign for assistance in learning the material. The resources include: step-by-step solutions and interactive examples for some problems from the book, and live online tutoring via whiteboarding, email and instant messaging.
2. Tutoring: Free tutoring is available in the Tutoring Center located in the Library and Information Hub.
3. Math Learning Center (MLC) Assistance: Instructors and aides in the MLC are available to answer homework questions and assist you with learning the material. The MLC is located in the Library and Information Hub.
4. Study groups: Get together with other class members and form a study group which meets regularly to do homework and study.
5. Office hours: Take advantage of office hours to get help from your instructor.
6. Mrs. Congleton's Web Page: You will find my web page at www.miracosta.edu/home/ccongleton. On the web page I have posted your syllabus, homework assignments, lecture notes, review sheets for each chapter, miscellaneous reviews, and links to the library web page where you will find keys to Tests 1 and 2 from Fall 2009.
7. Extra practice and review: Reviews and chapter tests at the end of each chapter are available for extra practice and review.
**Studying for Tests:** In order to thoroughly cover each topic for a given test, you must know how to correctly complete, at a minimum, all problems on homework, quizzes, and any review or supplementary handouts. In addition, you may need to work additional problems from the textbook for practice. In order to properly prepare for a test, you should prepare in an environment as close as possible to the testing environment: use no references, write out all problems and solve them showing all steps and using algebra, and work under a two-hour time constraint. I recommend that you review the sections and homework, and then complete the appropriate Chapter Review (and the old Test from Fall 2009, when available) with closed book and showing steps and using algebra, and working under a two-hour time constraint. If you need to refer to the text when completing a problem, redo it until you can complete it correctly without reference. Then redo it again at a later date to be sure that you remember it. Below are some the specific reviews that are appropriate for each test:

<table>
<thead>
<tr>
<th>Test</th>
<th>Review Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test 1</td>
<td>Test 1 from Fall 2009 on my web page. Chapter 1 Review and Chapter 2 Review on my web page.</td>
</tr>
<tr>
<td>Test 2</td>
<td>Test 2 from Fall 2009 on my web page. Chapter 3 Review on my web page.</td>
</tr>
<tr>
<td>Test 3</td>
<td>Chapter 4 Review on my web page.</td>
</tr>
<tr>
<td>Test 4</td>
<td>Chapter 5 Review on my web page.</td>
</tr>
<tr>
<td>Final Exam</td>
<td>Chapter Review Sections 6.1, 6.3, 7.1-7.3, 9.1, 9.2 on my web page. Final Exam Review on my web page. Review Tests 1, 2, 3, and 4 from this semester.</td>
</tr>
</tbody>
</table>

**Courtesies:**

Our classroom environment is based on mutual respect and consideration of others. In order to give all students an opportunity to get the most out of class and to show courtesy towards your fellow classmates and me, your instructor, I am requesting that each of you follow the guidelines below:

- Please mute your pagers and phones while in class. Do not answer cell phone calls or send or answer text messages while you are in class.
- When I am lecturing, refrain from talking to your neighbors—for some students the noise is distracting and disruptive and interferes with their ability to follow the lecture, and it is distracting to your instructor.
- While in class, focus on mathematics. Save personal conversations for outside the classroom. Our challenge is to learn the material and succeed in the class.
- Arrive on time. It is disruptive to arrive late.
- Please do not leave the class at any time other than break unless it is an emergency - it can be extremely distracting to others and disruptive to the class.
- You may not leave class during a quiz. If you have an emergency and absolutely must leave, you must check with me first.
- Do not leave early. If you can’t stay for the entire period, please leave at break. Please do not gather your books in preparation for leaving the class until class has concluded--again the noise can be very distracting and disruptive to others.
- When working with other class members, please be encouraging, positive, and helpful. Be sensitive to the feelings of others. Please avoid criticism and teasing or joking that might be hurtful to others.
- The rules on this campus do not allow for food or drink in the classroom. Do not eat in class or bring in food except in closed containers in your purse or backpack. You may bring in water in containers that are spill proof.

I appreciate your cooperation in these matters.
Being Dropped from Class:
You may be dropped from class if you
• Miss more than two class meetings, or
• Are absent on a test day.
If you are ill or have an emergency on the day of the test, you must speak with me on that
day. You may contact me at 760.757.2121, extension 6255. If I am not there, you must
leave a phone number where I can reach you that day.

Calculators:
During the first half of the semester, we will not be using calculators in class or on quizzes
or tests. However, a calculator will be needed for portions of this class during the second
half of the semester. Test 1, 2, and 3 are non-calculator tests. Test 4 and the Final Exam will
be given in two parts: one part is a non-calculator part, and the other is a calculator part. If
you plan to purchase a calculator, please see me first for suggestions.

Course Objectives: At the end of the course, the student should be able to:
1. Apply the order of operations agreement, the rules of exponents and the field
   properties over the real numbers,
2. Simplify arithmetic expressions involving signed numbers,
3. Apply the rules of signed numbers, rules of exponents, binary operations and the
distributive property to evaluate algebraic expressions and combine like terms,
4. Derive solutions to linear equations and inequalities and validate the results,
5. Translate applied problems with ratio, proportion and percent into computational
   problems and solve,
6. Apply geometric concepts to problem solving, and
7. Add, subtract and multiply expressions with square roots.

Academic Honesty:
I fully support MiraCosta College's belief that academic honesty is a cornerstone of the
educational community. To that end, I expect academic honesty of my students. Students
who bring unauthorized material to a test or copy from another's test will receive a zero on
that test. Removal of reserve materials from the Library is considered an act of academic
dishonesty. Doing your homework in groups is encouraged, however copying someone
else's homework or allowing someone else to copy your homework is considered an act of
academic dishonesty.

Student Learning Outcomes:
Math 820 Student Learning Outcomes:
1. Students will be able to translate applied problems with ratio and proportion into
   computational problems involving a variable and solve.
2. Students will be able to verify solutions of linear equations.
3. Students will be able to apply the rules of signed numbers and rules of
   exponents to simplify algebraic expressions.

Disabled Students Information:
If you have a disability that may require accommodations in this class or require
test accommodations, please notify me as soon as possible by email at
ccongleton@miracosta.edu. If you have not already done so, please register with
Disabled Students Programs & Services at 795-6658. Their office is located in
Building 3000, adjacent to parking lot 3C.
Attendance Policy:
   Attendance is an important element in your academic success. To be successful, you must attend class and complete homework assignments. Students who miss class are responsible for learning the material covered the day of the absence. I am not able to repeat lectures given on class days that you missed. Quizzes given during a class cannot be made up. If you are absent on a quiz day, you will receive a zero for that quiz. Attendance will be taken regularly. Students who miss more than two class meetings or who miss a test may be dropped from the class without any additional warning other than this statement.

Online Component: Up to two weeks of this class may be given in an online format. I will give advance notice, if possible, and detailed instructions about how you are to proceed if we shift to an online format for part of the class.