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 Text: Prealgebra, 4th edition, McKeague

Course Objectives:
At the end of the course, the student should be able to:
1. apply the order of operations agreement over the field of real numbers.
2. estimate and compute areas, perimeters and/or volumes of composite geometric figures.
3. translate applied problems with ratio, proportion and percent into computational problems and solve.
4. apply the rules of signed numbers, binary operations, and the distributive property to evaluate algebraic expressions; and combine like terms.
5. derive solutions to linear equations and validate the results.

Grading Procedures:
There will be five 100-point quizzes, one 200-point cumulative final exam, and one 50-point homework grade. Thus, 750 points may be earned this semester. The grading scale is:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Total Points</th>
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<tbody>
<tr>
<td>A</td>
<td>675-750</td>
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<tr>
<td>B</td>
<td>600-674</td>
</tr>
<tr>
<td>C</td>
<td>525-599</td>
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<tr>
<td>D</td>
<td>450-524</td>
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<tr>
<td>F</td>
<td>Below 450</td>
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Homework:
- **Practice Sets:** Practice sets are assigned for almost every class meeting. Refer to the “Practice Set and Graded Homework Assignments” for problem numbers and due dates. Before each class meeting, grade your completed practice set due at that meeting by comparing your answers with the answers given in the back of the book. Put a circle around the problem number for each problem missed, put the total number of problems missed at the top of the page, and record the number missed on the Grade Record Sheet in the appropriate box. I may ask to see your Grade Record Sheet or practice sets during any class meeting.
- **Graded Homework Sets:** Eleven graded homework sets are assigned during the semester. Refer to the “Practice Sets and Graded Homework Assignments” for problem numbers and due dates. **No late homework is accepted, even for legitimate reasons.** To receive full credit you must complete the assignment in accordance with the “Instructions for Completing Homework” handout and get the correct solution for each problem. At the end of the semester, the highest ten grades on the eleven sets will be counted.
- The completion of every practice set and graded homework assignment is **important** to your success in this class. Mathematics is a "learn by doing" subject.
**Studying Math:** A good rule is to set aside eight to twelve hours per week to do your homework assignments and to complete other study and learning tasks. These tasks include: viewing videotapes, using the computer tutorial, reading the text, doing examples from the text, making outlines or 3x5 cards, or getting help from your instructor or from peers in the MLC or the Tutoring Center. Do not allow yourself to fall behind in your work. Catching up before a test is an extremely difficult task.

**Quizzes:**
Please be aware of the following tentative quiz dates. Mark them in your calendar, and be sure that you don't schedule any conflicting event. Quizzes may be given early to students if the circumstances warrant. Please see me at least one week before the scheduled quiz date if you wish to take a quiz early. Make-up quizzes (given after the in-class quiz) are given only if the student provides the instructor with documentation that the instructor agrees shows the absence on quiz day was due to an unforeseeable circumstance that was beyond the control of the student. All make-up quizzes are given in the last week of classes. Please remember that there are NO DROPPED QUIZZES in this course, thus a missed quiz counts as a zero and drops your total score by 100 points.

<table>
<thead>
<tr>
<th>Quiz</th>
<th>Day</th>
<th>Date</th>
<th>Chapter</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Thursday</td>
<td>2/12</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>Thursday</td>
<td>3/4</td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td>Tuesday</td>
<td>3/30</td>
<td>3</td>
</tr>
<tr>
<td>4</td>
<td>Thursday</td>
<td>4/15</td>
<td>4</td>
</tr>
<tr>
<td>5</td>
<td>Tuesday</td>
<td>5/11</td>
<td>5, 6.1, 6.6</td>
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</tbody>
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**Final Exam:**
Tuesday, May 25, 9:30am
Thursday, May 27, 10:30am

**Office Hours:**
Regular Office Hours are:

- Mondays, 8:30-9:00am, Room 3620
- Tuesdays, 8:30-9:00am, Room 3620
- Tuesdays, 2:00-2:30pm, Room 3620
- Wednesdays, 8:15-9:00am, Room 3620

Please take advantage of these regular office hours if you need help. If you can’t come during scheduled office hours, please schedule an appointment for help or advice regarding this course. Please do not hesitate to ask. You may reach my office by phone (757-2121, ext. 6255) where the 24-hour a day the voice mail system will allow you to leave a message anytime. You may also reach me by email at ccongleton@miracosta.edu

**Getting Help:**

1. **Videotapes:** Prealgebra videotapes that accompany our text are available in the Library Open Reserves for overnight checkout.

2. **Tutoring:** Free tutoring is available in the Tutoring Center located in the Library and Information Hub.

3. **Extra practice and review:** Reviews and chapter tests at the end of each chapter are available for extra practice and review.

1/5/04
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. MLC Assistance/Computer tutorials: Instructors and aides in the MLC are available to answer homework questions that you may have. Also available in the MLC are computer tutorials for Prealgebra. Ask staff on duty to help you find these tutorials and show you how to use them.

7. 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 and instruction sheet, some lecture notes, review sheets for each chapter, group projects, miscellaneous reviews, and links to the library web page where you will find keys to Quiz 1, 2, and 3 from the fall 2003 semester.

Courtesies:

• Please mute your pagers and phones while in class.
• When your instructor is speaking, refrain from talking to your neighbors--the noise is distracting and disruptive.
• While in class, focus on mathematics. Save personal conversions for outside the classroom.
• Please do not leave the class at any time other than break unless it is an emergency—it is 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.
• Please do not gather your books in preparation for leaving the class until your instructor has concluded class—again the noise is 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.
• Please do not eat in class or bring in food except in closed containers in your purse or backpack. You may bring in water or other beverages in approved containers that are spillproof.

Thank-you for your cooperation in these matters.

Attendance Policy:

Attendance is an important element in your academic success. To be successful, you must attend class and complete practice sets and graded homework assignments. Some students, for various reasons, may miss class. It is the sole responsibility of the student who misses class to learn the material covered the day of the absence. Office hours may not be used to repeat lectures given on class days that you missed. Homework assignments are due on time even if you were absent the preceding class. If you miss a class, you must give the assignment due on that day to me personally before class or send it to class by another student. Remember: NO LATE HOMEWORK.

Attendance will be taken regularly. Students who miss more than four class hours may be dropped from the class without any additional warning other than this statement. Students who arrive late or leave early may be counted absent for one hour of that class.

Being Dropped from Class:

You may be dropped from class if you miss more than four class hours. You may be dropped from class if you 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 to avoid being dropped. You may contact me at 7670.757.2121, 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. However, a calculator will be needed for portions of this class during the second half of the semester. Please see me if you want advice on the purchase of a calculator. I have several brands and types of calculators available in my office for you to examine.

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 LRC 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.

NOTE: A student with a verified disability may be entitled to appropriate academic accommodations. Please contact your instructor and/or the Disabled Students Program and Services Office for further information.