PREALGEBRA

<u>MAT092 -- Prealgebra</u>: This course further develops arithmetic operations and applications and introduces basic algebraic concepts. It includes ratio, proportion, percent, measurement, metric geometry, signed numbers, variables, expressions and solutions to basic equations.   Math study skills and successful student strategies are integrated throughout the course.
Prerequisite: A grade of C or better in Fundamentals of Mathematics (MAT091) or placement.

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<u>Office Hours</u>: Spring 2009   M and W 8:50-9:25   T and TH   8:50-9:55

<u>Class Website</u>: http://learn.aero.und.edu

<u>Required Course Materials</u>:
   Textbook: Aufmann, Barker and Lockwood. <u>Basic College Mathematics 8th Edn</u>. Houghton Mifflin, 2006.
          Custom edition ISBN:
    Portfolio: Worksheets provided by your instructor
   Two-Pocket Folder for course materials (Study Guide, handouts, assignments and tests)
    Notebook: Spiral bound or looseleaf
    Calculator: Basic four-function calculator

<u>Syllabus</u> (subject to change): Any changes will be effective after notification in class and posting on the website.

	Unit	Text Reference/Materials	Weeks	Quiz
1	Orientation Ratio and Proportion	Chapter 4 Portfolio Worksheets	1.5	Q1
2	Percent	Sections 5.1,5.2,5.5, 6.2,6.3,6.5,6.6 Portfolio Worksheets	2	Q2
3	Measurement	Sections 8.1,8.2,8.3 Sections 9.1,9.2,9.3,9.5, Temperature Supplement Portfolio Worksheets	2	Q3
4	Metric Geometry	Sections 12.2,12.3,12.4 Portfolio Worksheets	2	Q4
	Cumulative Review			QReview
5	Rational Numbers	Chapter 10 Portfolio Worksheets	2.5	Q5
6	Variables and Expressions	Section 11.1 Portfolio Worksheets	2	Q6
7	Equations and Problem Solving	Sections 11.2, 11.3, 11.5, 11.6 Portfolio Worksheets	3	Q7
	Final Exam			Exam/Exit Test

Objectives and Teaching Procedures: The math content objectives are listed at the beginning of each of the assigned textbook sections. A variety of instructional modes will be used in working toward these objectives. Class meetings will consist of whole class discussions as well as individual and small group work. You will participate in activities using computers, calculators and manipulative materials.

Additional objectives include good study practices and helpful mathematics learning strategies. These objectives will be introduced in worksheets which will be completed in class and saved in your portfolio folder.

Assistance: You will have the assistance of your instructor during class and during office hours and of tutors in the TASC Center (E174); your textbook and your fellow students are also available learning resources. An online discussion group will be available on the class website at http://aero.learn.und.edu.   In addition computer software is available for your use in the Math Computer Lab (M103) or Computer Lab (D111).

Policy for Individuals with a Disability: Any student who has a documented disability requiring an accommodation should immediately speak to the instructor. Students with disabilities, who have not already done so, should schedule an appointment at the Office for Students with Disabilities in order to obtain appropriate services.

Attendance/Class Participation: You are expected to attend ALL classes: you also are expected to arrive ON TIME. You are expected to conduct yourself in a manner which is considerate and respectful of your fellow students. [Cell phones should be turned off during class time.] You are expected to be attentive to and participate in all classroom discussions and activities.

You are responsible for all subject matter/information presented in class or posted on the website. In case of extended absence such as serious illness you are expected to call the office of the Dean of Students so that your instructors will be notified. Arrangements for make-up work must be discussed individually with the instructor.

Assignments: For each 75 minute classroom meeting you should expect to study three hours outside of class - A TOTAL OF SIX HOURS EACH WEEK. You are encouraged to work on all assignments with a student partner.
The Study Guide will suggest practice problems for each unit. Be sure to actually READ the text and DO the problems. All textbook exercises should be done in a notebook which may be checked periodically by the instructor.
Worksheets, practice tests and computer activities for each unit will be collected and graded. All homework should be submitted on the due date. A grade of 0% will be recorded for any missing assignment.

Portfolios: Portfolio activities will be completed in the classroom. Most worksheets will be completed with a student partner. All activities will be graded; the worksheets will be saved in your portfolio folder in the classroom file cabinet.

Quizzes: All unit quizzes and cumulative review quizzes are required. Quiz dates will be announced in advance. All quizzes must be taken as scheduled. A grade of 0% will be recorded for any quiz not taken.   If you will be unable to take a scheduled quiz, you are required to notify your instructor in advance. Make-ups will be given only on specified dates.

Final Exam: The final exam is scheduled for Monday May 11 at 12 Noon. An online component of the final exam may be scheduled earlier. The final exam will cover all course content.

Grading: The website gradebook will display your grades and update your average throughout the semester. You must complete all units and take the final exam to receive a grade in the course. The semester grade will be the weighted average of the quiz grades (60%), portfolio grades (10%), assignment grades (10%) and final exam grade (20%).

Exit Requirement: The final exam is also an exit test. The exit test may be administered in either paper or online format. Any student who does not meet the exit requirement (grade of 70%) must retake the course. If the exam score does not meet the exit criteria, a second attempt is allowed; the first score is used in computing the semester average.

Prerequisite Requirement: Students who intend to enroll in a sequential math course at BHCC must earn at least a C grade in MAT092.

IP Grade: If due to unforseen circumstances you do not finish all course work within the 16 week semester, you may receive an In Progress grade only if the following conditions are met.
  1. You may have no more than 2 inexcused absences.
  2. You must be making steady progress with the course material including homework assignments AND at least 70% of the total units must be completed.
  3. During the last week of class you must sign an IP contract form stating the conditions for completion of the remaining course requirements. In general, work should be completed within four weeks of the end of the semester.