INSTRUCTOR INFORMATION
Mrs. Mary Anne Stewart, Adjunct Instructor
OFFICE: Adjunct Faculty Office, 1st floor Mohegan
OFFICE HOURS: Monday and Wednesday, 11:30 a.m. – 12:20 p.m. and by appointment.
Contact your instructor by phone, E-Mail, Vista, or before or after class to set up an appointment.
PHONE (VOICE MAIL): (860) 886-0177, ext. 2114
Leave your name, phone number, brief message and the best day and time for a return call.
E-MAIL: mstewart@trcc.commnet.edu OR logon to http://vista.ctdlc.org and use the “Mail” feature

COURSE DESCRIPTION
This course focuses on basic arithmetic and pre-algebra skills. Topics include whole numbers, fractions, decimals, signed numbers, proportions, percents, algebraic expressions and equations, elements of geometry and statistics. (Course does not count towards the minimum requirements for graduation.) A grade of C or better is required to pass this course.

COURSE INFORMATION
Location: Mohegan Campus, Room 111
Days/Times: Mon. & Wed., 2:00 p.m. – 3:20 p.m.
Prerequisite: Acceptable placement score.

COURSE OBJECTIVES
To (re)introduce the student to the skills and concepts of basic arithmetic and prealgebra. The student will become familiar with and learn to work with whole numbers, fractions, decimals, signed numbers, proportions, percents, algebraic expressions and equations, elements of geometry and graphing.

REQUIRED TEXT

SUPPLIES
• Pencils and erasers. NO pens.
• One (1) three-ring notebook
• Paper for homework and taking notes in class
• One 6” or 12” ruler
• Tabbed dividers, sticky notes, color paper or similar to setup sections in your notebook
• Sticky notes for marking pages
• No calculators (The Math Dept. and your instructor do not allow the use of calculators in this course.)

EVALUATION, GRADES, and ATTENDANCE
The student’s grade for the course will be evaluated as follows.
• 4 tests (15% per test). Students are expected to take the tests during the scheduled classes. Make-up tests will be allowed only for extraordinary circumstances (e.g., death in the family, illness, religious observances, etc.) and if the student contacts the instructor prior to the date and time of the test. The student’s final exam grade will be used for any missed tests.
• 15 take-home quizzes. (1% per quiz) Ten (10) points deducted from quiz if it is handed in late.
• A mandatory final exam on the date and time scheduled (25%). No make-up, no retake.
Each test, quiz and the final exam will be graded based on a maximum of 100 points each.

GRADING SYSTEM (Letter Grades and Corresponding Numerical Grades):
A (94–100), A– (90–93), B+ (87–89), B (83–86), B– (80–82), C+ (77–79), C (73–76), C– (70–72),
D+ (67–69), D (63–66), D– (60–62), F (below 60)

ATTENDANCE: Students are expected to arrive for class on time and to remain for the duration of the class meeting. It is the student’s responsibility to request any missed work, assignments or materials before the next class. Students should notify the instructor of any absence(s).

HOMEWORK & NOTEBOOKS
Homework will be assigned at the end of each class. Students are expected to do homework regularly and to work on homework outside of class time. Students are to keep a notebook of course materials, class notes and homework. Notebooks and homework will be reviewed regularly by the instructor.

CLASSROOM ETIQUETTE
Respect for and courtesy toward one another are the rules in this classroom. Any student who is disrespectful or disruptive will be asked to leave the classroom. No food or drink in class.

CELLULAR PHONES AND BEEPERS
Cell phones and any other electronic/digital devices are allowed in class if they are turned off or turned to a silent mode. Under no circumstances are phones to be answered in class. When there is an extenuating circumstance that requires a student to be available by such a device, the student should speak to the instructor prior to class, so that together they can arrive at an agreement.

ACADEMIC INTEGRITY POLICY
Academic integrity is essential to a useful education. Failure to act with academic integrity severely limits a person's ability to succeed in the classroom and beyond. Furthermore, academic dishonesty erodes the legitimacy of every degree awarded by the College. In this class and in the course of your academic career, present only your own best work; clearly document the sources of the material you use from others; and act at all times with honor.

COLLEGE WITHDRAWAL POLICY
Students may withdraw, in writing at the Registrar’s Office, for any reason until:
March 30    Last day to withdraw from classes without instructor’s signature
April 23    Last day to withdraw from classes with instructor or advisor signature

DISABILITIES STATEMENT
Students with hidden or visible disabilities who may require special accommodations and support services are encouraged to notify the instructor and Chris Scarborough, (860) 892-5751, who is coordinating services to students with disabilities, during the first two weeks of class.
This schedule IS SUBJECT TO change at any time. Pay attention to announcements in class and refer to our course schedule at [http://vista.ctdlc.org](http://vista.ctdlc.org)

<table>
<thead>
<tr>
<th>CLASS</th>
<th>SECTIONS, REVIEWS, or TESTS</th>
<th>HOMEWORK &amp; ASSIGNMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATES</td>
<td>DUE: Handouts Assignments &amp; Quizzes</td>
<td>(Section HW due next class)</td>
</tr>
</tbody>
</table>

**Mon., 1/22**
Course Intro & Overview

1.1 – Tips for Success in Mathematics  
Read Sec. 1.1, pgs. 3–6  
Complete #1–18 on pgs. 7–8  

HANDOUT: “Managing Your Time”  
Complete the handout  

HANDOUT: Addition & Mul. Tables  
Complete the handout  

Sections 1.2 – 1.6  
Read, study, and learn the words (in bold type) and the rules  
1.2 – Place Value and Names for Numbers  
1.3 – Adding Whole Numbers and Perimeter  
1.4 – Subtracting Whole Numbers  
1.5 – Rounding and Estimating  
1.6 – Multiplying Whole Numbers and Area  
For the next class  

**Wed., 1/24**  
DUE: “Managing Your Time” Handout  
QUIZ: Ch. 1 Integrated Review, pgs. 79–80  
HANDOUT: Chapter 1 Vocabulary (yellow)  
HANDOUT: “How Many Ways Can You Say ONE?”  
CLASS VISITS Marie Peloquin and TASC (Mohegan)  
1.7 – Dividing Whole Numbers  
1.8 – Exponents and Order of Operations  
1.9 – Intro to Variables and Algebraic Expr  
For the next class  

**Mon., 1/29**  
DUE: QUIZ: Ch. 1 Integrated Review  
DUE: Chapter 1 Vocabulary Handout  
DUE: “How Many Ways Can You Say ONE?” Handout  
DUE: Addition & Multiplication Tables  
HANDOUT: Chapter 2 Vocabulary (yellow)  
HANDOUT: “How many ways can you say ZERO?”  
HANDOUT: Addition & Multiplication Tables  
2.1 – Introduction to Integers  
2.2 – Adding Integers  
For the next class  

**Wed., 1/31**  
DUE: “How Many Ways Can You Say ZERO?” Handout  
DUE: Addition & Multiplication Tables  
HANDOUT: Addition & Multiplication Tables  
2.3 – Subtracting Integers  
2.4 – Multiplying and Dividing Integers  
QUIZ: Ch. 2 Integrated Review, pgs. 137–138
<table>
<thead>
<tr>
<th>Date</th>
<th>Assignment Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon., 2/5</td>
<td>DUE: Addition &amp; Multiplication Tables</td>
</tr>
<tr>
<td></td>
<td>2.5 – Order of Operations</td>
</tr>
<tr>
<td></td>
<td>QUIZ: Ch. 2 Cumulative Review, pgs. 165–167</td>
</tr>
<tr>
<td></td>
<td>Read Sec. 2.5</td>
</tr>
<tr>
<td>Wed., 2/7</td>
<td>DUE: QUIZ: Ch. 2 Integrated Review</td>
</tr>
<tr>
<td></td>
<td>DUE: Chapter 2 Vocabulary Handout (yellow)</td>
</tr>
<tr>
<td></td>
<td>3.1 – Simplifying Algebraic Expressions</td>
</tr>
<tr>
<td></td>
<td>3.2 – Solving Equations: The Addition Property</td>
</tr>
<tr>
<td></td>
<td>HANDOUT: Chapter 3 Vocabulary (yellow) Complete the handout</td>
</tr>
<tr>
<td></td>
<td>Read Sec. 3.1 – 3.2</td>
</tr>
<tr>
<td>Mon., 2/12</td>
<td>DUE: QUIZ: Ch. 2 Cumulative Review</td>
</tr>
<tr>
<td></td>
<td>3.3 – Solving Equations: The Multiplication Prop.</td>
</tr>
<tr>
<td></td>
<td>3.4 – Solving Linear Equations in One Variable</td>
</tr>
<tr>
<td></td>
<td>QUIZ: Ch. 3 Integrated Review, pgs. 199–200</td>
</tr>
<tr>
<td></td>
<td>Read Sec. 3.3 – 3.4</td>
</tr>
<tr>
<td>Wed., 2/14</td>
<td>DUE: QUIZ: Ch. 3 Integrated Review</td>
</tr>
<tr>
<td></td>
<td>HANDOUT: Chapter 3 Problem Solving (yellow)</td>
</tr>
<tr>
<td></td>
<td>3.5 – Linear Equations in One Variable and Problem Solving</td>
</tr>
<tr>
<td></td>
<td>QUIZ: Ch. 3 Cumulative Review, pgs. 229–230</td>
</tr>
<tr>
<td></td>
<td>Read Sec. 3.5</td>
</tr>
<tr>
<td>Mon., 2/19</td>
<td>NO CLASS - Presidents Day</td>
</tr>
<tr>
<td>Wed., 2/21</td>
<td>DUE: QUIZ: Ch. 3 Cumulative Review</td>
</tr>
<tr>
<td></td>
<td>DUE: Chapter 3 Vocabulary Handout (yellow)</td>
</tr>
<tr>
<td></td>
<td>DUE: Chapter 3 Problem Solving Handout (yellow)</td>
</tr>
<tr>
<td></td>
<td>Review Ch. 1 Ch. 1 Test, 1–28 ALL</td>
</tr>
<tr>
<td></td>
<td>Review Ch. 2 Ch. 2 Test, 1–35 ALL</td>
</tr>
<tr>
<td></td>
<td>Review Ch. 3 Ch. 3 Test, 1–20 ALL</td>
</tr>
<tr>
<td>Mon., 2/26</td>
<td>TEST: Chs. 1, 2 &amp; 3 (Arrive on time.)</td>
</tr>
<tr>
<td></td>
<td>Read Sec. 4.1 – 4.3</td>
</tr>
<tr>
<td>Wed., 2/28</td>
<td>HANDOUT: Chapter 4 Vocabulary (yellow) Complete the handout</td>
</tr>
<tr>
<td></td>
<td>4.1 – Introduction to Fractions</td>
</tr>
<tr>
<td></td>
<td>4.2 – Factors and Simplest Form</td>
</tr>
<tr>
<td></td>
<td>4.3 – Multiplying and Dividing Fractions</td>
</tr>
<tr>
<td></td>
<td>Read Sec. 4.4 – 4.5</td>
</tr>
<tr>
<td>Mon., 3/5</td>
<td>4.4 – Adding and Subtracting Like Fractions</td>
</tr>
<tr>
<td></td>
<td>4.5 – Adding and Subtracting Unlike Fractions</td>
</tr>
<tr>
<td></td>
<td>QUIZ: Ch. 4 Integrated Review, pgs. 299–300</td>
</tr>
<tr>
<td></td>
<td>#1–77 odd</td>
</tr>
<tr>
<td></td>
<td>#1–97 odd</td>
</tr>
<tr>
<td></td>
<td>#1–33 ALL</td>
</tr>
</tbody>
</table>
For the next class

Wed., 3/7
4.6 – Complex Fractions and Review of Order of Operations #1–53 odd
4.7 – Solving Equations Containing Fractions #1–53 odd
4.8 – Operations on Mixed Numbers #1–107 odd
QUIZ: Ch. 4 Cumulative Review, pgs. 355–358 #1–49 odd
For the next class

Ch. 4 Test, 1–38 ALL

Mon., 3/12
DUE: QUIZ: Ch. 4 Integrated Review
DUE: Chapter 4 Vocabulary Handout (yellow)
Review Chapter 4

Ch. 4 Test, 1–38 ALL

Wed., 3/14
TEST: Ch. 4 (Arrive on time.)
DUE: QUIZ: Ch. 4 Cumulative Review
For the next class

Read Sec. 5.1 – 5.3

Mon., 3/19
NO CLASS: Spring Break

Wed., 3/21
NO CLASS: Spring Break

Mon., 3/26
HANDOUT: Chapter 5 Vocabulary (yellow)
Complete the handout
5.1 – Introduction to Decimals #1–91 odd
5.2 – Adding and Subtracting Decimals #1–99 odd
5.3 – Multiplying Decimals and Circumference of a Circle #1–69 odd
For the next class
Read Sec. 5.4 – 5.6

Wed., 3/28
5.4 – Dividing Decimals #1–69 odd
5.5 – Estimating and Order of Operations #1–59 odd
5.6 – Fractions and Decimals #1–71 odd
QUIZ: Ch. 5 Integrated Review, pgs. 411–412 #1–37 odd
For the next class
Read Sec. 5.7 – 5.8

Mon., 4/2
DUE: QUIZ: Ch. 5 Integrated Review
5.7 – Equations Containing Decimals #1–41 odd
5.8 – Square Roots and the Pythagorean Theorem #1–53 odd
QUIZ: Ch. 5 Cumulative Review, pgs. 455–456 #1–49 odd
For the next class
Read Sec. 6.1 – 6.2

Wed., 4/4
DUE: QUIZ: Ch. 5 Cumulative Review
DUE: Chapter 5 Vocabulary Handout (yellow)
HANDOUT: Chapter 6 Vocabulary (yellow)
Complete the handout
6.1 – Ratios #1–49 odd
6.2 – Rates #1–45 odd
QUIZ: Ch. 6 Integrated Review, pgs. 483–484 #1–31 odd
For the next class
Read Sec. 6.3 – 6.4

Mon., 4/9
6.3 – Proportions #1–53 odd
6.4 – Proportions and Problem Solving #1–43 odd
QUIZ: Ch. 6 Cumulative Review, pgs. 513–514 #1–49 odd
For the next class
Ch. 5 Test, 1–29 ALL
Ch. 6 Test, 1–20 ALL

Wed., 4/11
DUE: QUIZ: Ch. 6 Integrated Review
DUE: QUIZ: Ch. 6 Cumulative Review
DUE: Chapter 6 Vocabulary Handout (yellow)
Review Chapters 5 Ch. 5 Test, 1–29 ALL
Review Chapters 6 Ch. 6 Test, 1–20 ALL

Mon., 4/16 TEST: Chs. 5 & 6 (Arrive on time.) For the next class Read Sec. 7.1 – 7.2
Wed., 4/18 HANDOUT: Chapter 7 Vocabulary (yellow) Complete the handout
7.1 – Percents, Decimals and Fractions #1–115 odd
7.2 – Solving Percent Problems with Equations #1–35 odd
For the next class Read Sec. 7.3 – 7.4

Mon., 4/23 7.3 – Solving Percent Problems with Proportions #1–35 odd
7.4 – Applications of Percent #1–47 odd
QUIZ: Ch. 7 Integrated Review, pgs. 547–548 #1–39 odd
For the next class Read Sec. 7.5 – 7.6

Wed., 4/25 7.5 – Percent and Problem Solving:
Sales Tax, Commission and Discount #1–39 odd
7.6 – Percent and Problem Solving: Interest #1–31 odd
QUIZ: Ch. 7 Cumulative Review, pgs. 589–590 #1–49 odd
For the next class Read Sec. 7.3 – 8.4

Mon., 4/30 DUE: QUIZ: Ch. 7 Integrated Review
DUE: QUIZ: Ch. 7 Cumulative Review
DUE: Chapter 7 Vocabulary Handout (yellow)
HANDOUT: Chapters 8 & 9 Vocabulary (yellow) Complete the handout
8.3 – The Rectangular Coordinate System #1–35 odd
8.4 – Graphing Linear Equations #1–39 odd
QUIZ: Ch. 8 Cumulative Review, pgs. 675–676 #1–31 odd, #35–45 odd
For the next class Read Sec. 9.3 – 9.4

Wed., 5/2 9.3 – Perimeter #1–43 odd
9.4 – Area and Volume #1–35 odd
QUIZ: Ch. 9 Cumulative Review, pgs. 789–791 #1–37 odd
Review Ch. 7 Ch. 7 Test, #1–28 ALL
Review Ch. 8 Ch. 8 Test, #16–27 ALL
Review Ch. 9 Ch. 9 Test, 6–15 ALL

Mon., 5/7 TEST: Chapters 7, 8 & 9 (Arrive on time.) For the next class Study problems for final exam
DUE: QUIZ: Ch. 8 Cumulative Review
DUE: Chapters 8 & 9 Vocabulary Handout (yellow)

Wed., 5/9 DUE: QUIZ: Ch. 9 Cumulative Review Study problems for final exam
REVIEW for FINAL EXAM

Mon., 5/14 FINAL EXAM (Arrive on time.)
Wed., 5/16 (Make-up class, if necessary)