Course Description
This course focuses on basic arithmetic and pre-algebraic skills. Topics include whole numbers, fractions, decimal numbers, proportions, percents, perimeter, area, volume, signed numbers, algebraic expressions and equations. (Course does not count towards the minimum requirements for graduation.)

Instructional Materials:
*Pre-Algebra, 4th edition*, by K. Elayn Martin-Gay

Assignments and Grading:
A. You are expected to complete the weekly homework. Homework will not be collected but will be discussed in class. You are responsible for understanding the topics covered. (Get a tutor in the Learning Resource Center for help.)

B. There will be four tests (about four weeks apart) plus a final exam. Each of the five will count equally toward the final grade except that you must pass the final exam to pass the course. No makeup tests will be given. However, if you do well on the final, it will count double to replace ONE of the four other tests.

Expectations & Suggestions for Success:
1. YOU are the one responsible for finding out what is covered if you miss class. This includes homework assignments and changes in planned schedule of tests.
2. Share phone numbers with other students to find out about anything you miss.
3. BEFORE you get lost or fall behind, sign up for extra help—it’s free to registered students.
4. This is a pre-requisite for other math classes; we will move rapidly, so keep up—don’t cram.

College Withdrawal Policy:
Until March 30 you may withdraw at the Registrar’s Office without the instructor’s signature. After that, you have until April 23 to formally withdraw WITH a signature. If you just stop attending class without officially withdrawing, you will not receive credit for the course.

Disability Statement:
If you are a student with a disability and believe you will need accommodations for this class, it is your responsibility to contact the Disabilities Counseling Services at 383-5217. To avoid any delay in accommodations, you should contact a counselor as soon as possible. Please note that your instructor cannot provide accommodations until s/he has received a letter from the Disabilities Counselor.