Tuesday & Thursday, 6:30 – 9:15 p.m., Room D105
Professor: Susan L. Hawes
Office: C-122
Office Hours: Tuesday & Thursday 12:15 – 1:00 p.m.
                       Tuesday 3:45 – 5:30 p.m.
                       Make an appointment as room may vary

E-Mail: shawes @ trcc.commnet.edu

Text: Pre-Algebra, 6th edition, by Martin-Gay
MyMathLab Course Code   **hawes41865**

Credit: 3 credit hours (this course credit does not count towards graduation requirements)

Course Description: This course focuses on basic arithmetic and pre-algebra skills. Topics include: whole numbers, fractions, decimals numbers, proportions, ratios, percents, perimeter, area, volume, applications, signed numbers, algebraic expressions and equations.

Prerequisite: Appropriate placement score. A grade of "C" or greater is required to pass this course.

Measurements: **Homework 10%, Quizzes 20%, Chapter Tests 50%, Cumulative Final Exam 20%**

Grade equivalents: A 93 – 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, N if the student completed less than 60% of work
Support Services: Tutorial services in the TASC, my office hours, MyMathLab multi-media

Class Cancellation: In case of increment weather, check the college website for class cancellations or call 860-886-0177 for recorded message.   If I cancel class for personal reasons, I will post an announcement on MML. Check before leaving for class.

Plagiarism and Academic Honesty:
At TRCC, we expect the highest standards of academic honesty. The Board of Trustees' Proscribed Conduct Policy prohibits cheating on examinations, unauthorized collaboration on assignments, unauthorized access to examinations or course materials, plagiarism.

Disabilities   If you have a disability that may affect your progress in this course, please meet with a Disability Service Provider (DSP) as soon as possible. Please note that accommodations cannot be provided until you provide written authorization from a DSP.

TRCC Disabilities Service Providers Counseling & Advising Office Room A-119	
Matt Liscum (860) 383-5240	- Physical Disabilities - Sensory Disabilities - Medical Disabilities - Mental Health Disabilities
Chris Scarborough (860) 892-5751	- Learning Disabilities - ADD/ADHD - Autism Spectrum

<u>**Course Requirements**</u>

Attendance: Attendance is <u>mandatory.</u> If you miss class, <u>due to emergency</u>, it is your responsibility to get the notes & assignments from that class and stay up-to-date. A classmate's phone number is a good "just in case" plan. Being absent is not an excuse for a missed or late assignment.

Quizzes and Tests: There are no make-up tests/quizzes. If I allow a quiz to be turned in late, it will be graded down significantly. Check www.coursecompass.com **daily** for possible announcements re: online assignments, quizzes, reminders, class cancellations, new instructions, etc. Announcements on MML will be my primary contact with the class. Don't miss something important because you didn't check often enough.

MyMathLab Homework (HW): Homework is found at www.coursecompass.com. Homework is critical to your success in this class and is worth 10% of your overall course grade. As part of your HOMEWORK assignment, you will be expected to read the associated material from the text. ***Your HW needs to be completed before noon on the day of the next class.   If it is late, it will either <u>be a zero</u> or <u>graded down significantly.</u>***
- Take a sheet of paper <u>out</u> of your 3-ring binder
    - o This allows you to flip your notes back-and-forth looking for rules/steps
    - o Since math builds upon itself, you may have to refer to prior sections
- Have your class notes for corresponding section in front of you
- Label HW with section number
    - o if I ask to see the assignment or when studying, sections are easily found
- Write the problem from the computer in pen.
- Do the work/steps in pencil
- Follow the steps from your notes.
    - o Do not turn to the computer for help unless you have *extensively tried* to follow your notes.
    - o If you consistently can't follow your notes, then you need to *personalize* them *more* during class time.
    - o Write short notes to yourself, in your own words, as to how we went from step-to-step.
    - o Don't assume you will remember what is said in class; it's easy to forget. Write it down.
- If you get an incorrect answer, choose "similar exercise" to get a new problem.
    - o Cross out incorrect problem so when studying you won't look at it.
- Use different sheets for each section, if you have more than one assignment for that day.
- Put your HW after the corresponding class notes section in your 3-ring binder. I may ask to see it.
- Strive for 100% on each HW assignment, but don't accept less than 75%. If you can't pass HW, you surely won't be able to pass a test or quiz.

Class Work (CW): If there is time after the lesson, class work will be assigned from the text book. Class work expectations are the same as Homework expectations; refer above. EXCEPT:
- Quality over Quantity
    - o IF you don't finish the class work assignment, you do NOT have to finish it for homework.
    - o HOWEVER, CW gives you good insight as to what types of problems I find "interesting" for a quiz/test.

Bring to *Every* Class:
- 3-ring binder w/loose leaf paper (not a spiral bound notebook)
- Text book for Class Work (CW)
- highlighters
- 2 pencils/pen

Suggested Organization of Binder (for each lesson):
- Class Notes
- Class work (CW) – labeled with section
- Homework (HW) – labeled with section
- Quiz - after last section it covers
- Test - after last chapter it covers

Supplementary Tools & Resources:
- MyMathLab software
  - Study Plan: Individualized Practice
  - Multi-Media Videos
- Learning Center/TASC
  - Free tutoring!

Class Cancellation

MyMathLab Announcement
Sign on Classroom Door

Class Withdrawal

If you find it necessary to withdraw from the class, it's important you submit the correct paperwork with the Registrar's office. If you do not file the correct paper work and stop attending class before the 60% point, you will receive an N grade, as there is no basis for grading you.

MAT075 Course Outcomes

1. Add, subtract, multiply, divide, raise to powers, compute absolute value, graph on a number line and appropriate use of inequality symbols with signed numbers.
2. Add, subtract, multiply, divide, raise to powers, compute absolute value, graph on a number line and appropriate use of inequality symbols with fractions.
3. Add, subtract, multiply, divide, raise to powers, compute absolute value, graph on a number line and appropriate use of inequality symbols with decimals.
4. Identify proportions
5. Find equivalent ratios
6. Solve proportions
7. Set up and solve application problems using rations and proportions.
8. Calculate perimeters, areas, and volumes of basic geometric shapes using appropriate units of measurement.
9. Solve first degree equations in one variable.
10. Solve basic word problems.