

## MAT 075 SYLLABUS

**Instructor:** Matthew Donnelly

**Email:** mdonnelly@trcc.commnet.edu

**Office:** D 205, Adjunct Faculty offices

**Office Hours:** MW 3:15 to 4:15 or by appointment

**Textbook:** Prealgebra, Sixth Edition by Elayn Martin-Gay

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

**Pre/Post-Test:** There will be a pre-test on the first day of class and a post-test on the last day of class. These will not affect your grade for this course; they are simply a means of judging progress. Additionally, they can be used as extra credit of sorts; for example, if you have a C+ as a final grade but demonstrated improvement on the post-test, your grade would be bumped up to a B- or a B.

**Evaluation:** Minimum averages have been established for each of these grades:

A	93%	B+	87%	C+	77%	D+	67%
A-	90%	B	83%	C	73%	D	63%
		B-	80%	C-	70%	D-	60%

The average for the course will be based on the following weights:

**Tests: Three (3) tests, 10% each**

**Homework: 50%**

**Final Examination: 20%**

**Total: 100%**

**Cell Phone Policy:** Cell phones and laptops must be turned off during class time. Yes, this means you. Multitasking does not work. Really.

**Students with Disabilities:** 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 383-5240. To avoid any delay in the receipt of accommodations, you should contact the counselor as soon as possible. Please note that I cannot provide accommodations based upon disability until I have received an accommodation letter from the Disabilities Counselor.

**Academic Integrity:** 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.