

Dixie State College of Utah
Syllabus for Basic Mathematics/PreAlgebra

Math 0900 - o 2. Fall 2006

This course does not count toward overall credits earned for graduation, nor does it fill general education requirements; however, this course counts for financial aid and activity eligibility purposes, and the final

grade contributes to the student's cumulative GPA

Instructor it1~ L ~ C00k Classroom ~I~M I / 5
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Office hours hoc ,4 p-f — ; others by appointment
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Course Objectives:

All developmental mathematics classes at Dixie State College will:

1. Require students to perform mathematical processes including whole numbers, fractions, percentages, decimals, proportions/ratios, integers, and algebraic equations.
2. Provide students with application problems that use a variety of methods including arithmetical, algebraic, and geometric.
3. Challenge students to make inferences from mathematical models that include formulas, graphs, and tables.
4. Provide students with real-life applications that use a variety of mathematical processes.

Upon successful completion of MATH 0900, a student will demonstrate through testing the ability to:

1. Perform arithmetical operations on whole numbers, fractions, decimals, and signed numbers without a calculator.
2. Complete 100 multiplication facts in 7 minutes or less with at least 90% accuracy.
3. Perform mathematical processes with percentages and use them in real-life applications.
4. Use variables to represent unknown numbers.
5. Identify geometric figures.
6. Identify geometric formulas and apply them to angles, perimeters, areas, and volumes.

7. Use the mathematical processes of whole numbers, fractions, decimals, percentages, signed numbers, proportions/ratios, and algebraic equations with problems solving skills in real-life modeling exercises.
8. Graph linear equations in two variables by plotting points.
9. Go on to MATH 0930 and succeed.

Textbook and Other Expenses: Breakthrough to Math, four levels in a series of booklets borrowed from the instructor for a course fee of \$10. You are required to have a 3-ring notebook (about 1-inch) to be used exclusively for this math class. All handouts and worksheets are to be kept in this notebook in order. A hand-held scientific calculator (\$10-s 15) will be permitted on some units.

Prerequisites: None

Prerequisite for MATH 0930: You must earn a C (not C—) or better to use MATH 0900 as a prerequisite for MATH 0930. Retaking the placement test in the Testing Center and receiving the appropriate score is another way to satisfy the prerequisite for MATH 0930.

VASA: On the first day of class you will take the VASA. It does not count toward your grade in any way. It is given to all students in a beginning math class.

Placement Inventory: On the first day or two of class, you will work all the problems you can on a Placement Inventory. From this exercise (which is used for determining your specific course of study and does not contribute toward your grade in any way), an individualized program of study will be designed specifically for you. You will be given a copy of your program with deadline dates for completion of each activity. You may work ahead on your schedule as long as you stay with the prescribed sequence and may exit the course at any time during the semester upon completion of all required activities.

Grading:

Point distribution	Percent needed for a specific grade	
book work 100 points	A = 93-100%	C = 73-76%
worksheets 100 points	A- = 90-92%	C- = 70-72%
mult test 100 points	B+ 87-89%	D+ = 65-69%
unit tests 600 points	B = 83-86%	D = 60-64%
notebook 50 points	B- = 80-82%	D- = 55-59%
final exam 350 points	C+ 77-79%	F below 55%
Total 1300 points		

Incomplete Grades: Due to the individual nature of this class, some students give priority to other classes

with more stringent schedules. Doing so and missing class may cause you to be unable to complete

your program in this class. Some students think this is reason enough to receive an Incomplete grade.

However, an Incomplete grade will not be given in this class unless you meet the criteria for an Incomplete. That is, you have successfully completed a substantial portion of the course on schedule, and an unfortunate circumstance (e.g. hospital confinement, accident with injuries, etc.)

prevents you from completing a substantial portion of the course. Otherwise, you will receive zeros for

the work not done, and your grade will be determined by the points you did earn as a percentage of

the total possible that could have been earned.

Book Work: The “text” consists of 20 booklets in four levels. These booklets are grouped into six unit

tests. All tests must be taken regardless of which book you start in. The booklets, worksheets, contents of each test, and the order of activities are as follows:

Placement Inventory

Level 1: Book 1 Understanding Whole Numbers (no calculator)

(orange) Book 2 Adding Whole Numbers (no calculator)

Book 3 Subtracting Whole Numbers (no calculator)

Book 4 Multiplying whole Numbers (no calculator)

Book 5 Dividing Whole Numbers (no calculator)

Book 6 Word Problems With Whole Numbers (no calculator)

Level 1 Review (worksheet/no calculator)

Test 1 covers Level 1, Books 1-6 (NO Calculator)

LCM

Book 1

Book 2

Book 3

Book 4

Level 2A

Test 2A

Book S-part 1

Book S-part 2

Book 6

Finding an LCM and LCD (worksheet' no calculator)

Understanding and Comparing Fractions (worksheet/no calculator)

Adding and Subtracting Fractions (worksheet/no calculator)

Multiplying and Dividing Fractions (worksheet/no calculator)

Decimal Fractions (worksheet/no calculator)

Review (worksheet/no calculator)

covers Level 2, Books 1-4 (NO calculator)

Percents (worksheet/calculator recommended)

Percents, continued (worksheet/calculator recommended)

Word Problems with Fractions, Decimals, and Percents (worksheetlcalc)

Level 2B Review (worksheet/calculator recommended)

Test 2B covers Level 2, Books 5 & 6 (Calculator permitted)

Book 1 Signed Numbers (worksheet/no calculator)

Book 2 Solving Equations (worksheet/no calculator)

Book 3 Word problems in Algebra (worksheet/no calculator)

Level 3A Review (worksheet/no calculator)

Test 3A covers Level 3, Books 1-3 (NO Calculator)

Book 4 Exponents, Roots, and Polynomials (worksheet' no calculator)

Book 5 Algebraic Graphs (worksheet' no calculator)

Level 3B Review (worksheet' no calculator)

Test 3B covers Level 3, Books 4 & 5 (NO Calculator)

Book 1

Book 2

Book 3

Test 4

Lines and Angles (worksheet/calculator permitted)

Triangles and Quadrangles (worksheet/calculator permitted)

Circles and Volume (worksheet/calculator permitted)

covers Level 4, Books 1-3 (Calculator permitted)

Review for Final Exam by studying the Reviews and Level 4 worksheets

Final Exam covers all Levels, all Books (Final Exam is in two parts: one without a calculator and the second with a calculator)

Level 2:

(green)

Level 2:

(green)

Level 3:

(blue)

Level 3:

(blue)

Level 4

(pink)

Library: Five copies of each book in all levels are at the Reserve Desk in the Library. You will need your

student ID card to check them out.

Book work: Going through the books is your class work. Your program will assign you to BEYIEW a book

or to D.Q a book. Each book is worth 5 points.

To 1~YJ~F~~ a book, go to the Post-Test in the back of the book and work it. Check your answers.

If you complete all the exercises correctly, you are done with that book but need to work its worksheet. If you miss any of the exercises, the Answer Key will direct you to the corresponding

section you need to study. Study that section(s) of the book and do the exercises in it.

To pQ. a book, you start with the first section. You read the explanation, take notes as needed while

working the examples, work the exercises at the end of the section, check your answers, and review any that were missed. When you feel you have mastered that section, go on to the next. After completing all sections in the book, do the Post-Test. If you complete all the exercises on the Post-Test correctly, you are ready for the worksheet that goes with that book. (Level 1 books do not have worksheets, so proceed to the next book when working in Level 1.)

Show me your book work and Post-Test as soon as you finish, so that I can record the achievement on your Student Checklist and give you the worksheet. In order to receive full credit for the book work, all work must be clearly labeled by section and problem number and shown in an orderly manner. Ask the instructor whenever you do not understand a presentation in the book. Each book is worth 5 points and must be completed before getting the worksheet and taking the corresponding test to receive credit.

Whenever you are not understanding a concept in a book, ask me!

Signing out books from the classroom: Occasionally, a student may have a need to sign out a book for home use. This is not advised, because you will work through the books more quickly and efficiently when working in class with the instructor available to answer your questions. If you do sign out a book, make sure you will have time to make substantial progress on it, because it will be due at the next class meeting. There is a limit of two class days per book sign-out. Students who frequently miss class will not be allowed to sign out books. Books must be returned promptly as stated. A local telephone number is required before signing out a book. Substantial progress must be made, so that

other students can use the book upon its return. The sign-out privilege will be terminated for any

student not complying with these rules. In addition, copies of all books are at the Reserve Desk in the library.

Worksheets: Worksheets are intended to be homework but may be done in class if you are on or ahead of your schedule. You will not receive the worksheet for a particular book until the book has been completed. Most tests will have a review worksheet covering all books on a particular test. Make sure you understand every concept on those review worksheets, because they were designed to prepare you for the tests. Occasionally, you may be assigned only the worksheet for a particular book. This will be noted on your Student Checklist next to each book. No note means you must do the entire book (skipping the Pretest); “Rev” means you will review the book; “WS” means you need only to work the worksheet for that book. To receive full credit for book work, worksheets, and tests, all steps for each exercise must be shown neatly and numbered.

Worksheets must be turned in before taking the corresponding test in order to be given credit. Once the test has been taken, no credit can be earned for the books and worksheets that were designed to prepare you for that test. Each worksheet is worth 5 points.

Unit Tests: Each test is worth 100 points. The points received for each test will be consistent with the percentage of exercises completed correctly with all steps shown neatly. All tests must be taken regardless of where you start your program. You must complete all book work and worksheets as assigned for your program before taking each test. All work on these tests is to be shown in an orderly manner on scratch paper and stapled to the Answer Sheet or credit will not be given. Expect to meet with the instructor after every test to go over any concepts missed.

Deadlines: After the Placement Inventory has been assessed, you will be given a copy of your program with test deadlines. Pay close attention to the test deadlines because getting behind may cause you to not complete all of the assignments, thus, receiving zeroes. After taking a unit test, you will move on

to the next unit. If you desire to retake a unit test, you must wait until you have completed all book work, worksheets, and taken all unit tests once.

Note: This is an open exit class, which means you may work ahead of the deadlines, request the Final Exam early, and complete the course before the semester ends.

Retaking unit Tests: There is a limit of two takes per unit test, and all must be done before the Final Exam is taken. The deadline for the last unit test is more than a week before the end of the semester. This time has been saved for retaking unit tests. Do not ask to retake a unit test until all unit tests have been completed. No unit test can be retaken after the Final Exam.

Multiplication Test: The Multiplication Test has 100 multiplication facts from the 0-12's. You must complete it in 7 minutes or less. The Multiplication Test can be retaken once a week throughout the semester. Your goal is to make 90% or better in 7 minutes or less.

Notebook: Because mathematics is so sequential in nature, you will need to keep and organize all of the worksheets. Frequently, you will refer to a prior lesson that is used in a later lesson. Keeping an organized notebook exclusively for this class will be necessary. All you need to do is work the handouts in a neat, orderly manner with all steps clearly shown and secure them in the notebook. Before each test is given, your instructor will check that section in the notebook. Bring the notebook to class - especially on a day you are taking a test. Be sure to bring your notebook to the Final Exam for the final grading on it. The notebook is worth 50 points.

Final Exam: A comprehensive Final Exam will cover all books in Level 1-4. The Final Exam is worth 350 points of which you will receive the percentage based on your performance. The Final Exam cannot be retaken. Since this is an open-exit class, the Final Exam is taken when all work prescribed has been completed but no later than the date given in the class schedule publication. To prepare for the Final Exam, study the Review Worksheets for Levels 1, 2 and 3 and the worksheets for Level 4. Any unit test retakes must be completed before scheduling your Final Exam. Once the Final Exam has been taken, no further retakes will be allowed. If taking the Final Exam early, schedule two class

periods

for it. Scheduling must be done at least 24 hours in advance. The Final Exam has two parts; Part 1 will be done without a calculator, and Part 2 is to be done with a calculator.

Tutoring Center: The Tutoring Center is located in the Browning Building. Drop in mathematics tutoring is available. The schedule is posted by the check-in desk of the Tutoring Center.

Writing Center: The Writing Center is located on the first floor of the Browning Building to assist students with their written assignments for any class.

Disability Resource Center: If you are a student with a physical or mental impairment and would like to request accommodations, please contact the Disability Resource Center (652-7516) in Room 201 of the Student Services Center. The Disability Resource Center will determine your eligibility for services based upon complete professional documentation. If you are deemed eligible, the Disability Resource Center will further evaluate the effectiveness of our accommodation requests and will authorize reasonable accommodations that are appropriate for your disability.

Late Enrollment: Some students enter class after the first week of classes. This is permissible due to the individualized nature of this class. It is the student's responsibility to get caught up as quickly as possible by putting in extra time at home and in the library to make up for the time missed.

Respect for Others: To avoid disrupting the work of others, please plan to arrive at class on time and be prepared to work. Do not carry on side conversations or otherwise prevent those around you from concentrating on their class work. Cell phones should be turned off during class. In general, students may not engage in an activity which the instructor deems disruptive or counter-productive to the goals of the class. Instructors have the responsibility to remove offending students from the class.

Repetition of offensive behavior may result in expulsion from the class.

Receiving your grades at the end of the semester: Your course letter grade will be posted on the internet

grading program as soon as the last exam has been graded and the overall course average calculated. This

usually occurs within 4~ hours after the last exam has been taken.

Changing your schedule: It is your responsibility, as the student, to ensure the accuracy of your class

schedule. Be sure to check it at the beginning of the semester and after every change you make to it.

Withdrawing From a Class: If you never attend a class, the instructor may withdraw you. If you attend

even one day, the instructor cannot withdraw you from the class. If you quit attending and do not withdraw

from the class, you will receive a WF which averages into your GPA as an F.

College Complete Withdrawal: Dropping all classes by phone or online does not withdraw you from the

college and you may receive all F's. You must contact the Advisement Center, complete a withdrawal form,

and surrender your student ID card.

Academic Calendar

FALL SEMESTER 2006

Aug 22 Classwork begins

Aug 24 Last day to add classes without instructor permit

Sep 4 Labor Day Holiday

Sep 5 \$50 late registratlorVpayment fee

**DSC RESERVES THE RIGHT TO DROP
CLASSES FOR NON-PAYMENT OF THE
BALANCE DUE AFTER THIS DATE**

Sep 18 Last day for refund of tuition & fees

**NO REFUND AFRER 500 PM ON 11-115 DATE
AND DROPPED CLASSES WILL BE ASSIGNED
A "W" GRADE ON TRANSCRiPTS**

Sep 20 Last day to ADD classes

Sep 27 Last day to DROP or AUDIT classes
 Oct 2 Block courses begin
 Oct 12,13 Semester Break*
 Nov 14 Career Day
 Nov 17 Last day for complete withdrawal
 Nov 22-24 Thanksgiving Break
 Dec 8 Classwork ends
 Dec I I-IS Final Exams

FALL SEMESTER FIVE-DAY FINAL EXAM SCHEDULE

Monday, Dec 11	Tuesday, Dec 12	Wednesday, Dec 13	Thursday, Dec 14
Friday, Dec 15			
Daily, MWF, MW, H Only	TR, T Only	Daily, MWF MW, M Only	TR, T
Only Daily MWF MW, M Only			

Class Time	Exam Time	Class Time	Exam Time	Class Time	Exam Time	Class Time
7:00	7:00-9:00	7:30	8:00	7:30-9:30	9:00	8:00-10:00
12:00						9:00 10:00-
2:30	10:00 9:30-11:30	0:30	9:30-11:30	11:00 10:00-12:00	12:00	1:00-2:00 12:00 12:30-
	1:00 12:00-2:00	1:00	12:30-2:30	2:00 12:30-2:30	2:30	2:30-4:30 3:00 3:00-5:00
	4:00 2:30-4:30					

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