

TUESDAYS AND THURSDAYS 9:30AM-12:30PM - ROOM 6-103

DURATION: MAR.20TH – MAY 24TH (9 WEEKS)

Instructor: Michael Hoffman
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 CRN 42344



Office Hours I am available for individual appointments and in the Math Lab 3-5pm M-Th.

Course Description Covers the fundamental processes in arithmetic: reading mathematical notation, translating words into symbols, and properties of the real number system. Introduction to algebra. Units do not apply toward AA/AS degree.

By the end of this course, you will be able to...

Student Learning Outcomes

- Simplify number expressions using the correct *order of operations*.
- Perform mathematical operations using *signed numbers* (+, -).
- Set up and solve *proportion* problems.
- Solve problems involving *percentages*.
- Simplify expressions involving *fractions*.
- *Translate* verbal equations into math and solve.
- Gain confidence in your math skills and abilities.

Required Materials

- **Text:** Basic Mathematics through Applications, Akst & Bragg, 4th Edition.
- **My Math Lab Access Code:** Available at the bookstore, or online at <http://pearsonmylabandmastering.com/> **Course ID:** hoffman75841
- **Binder Kit:** Contains all the supplies you will need for the entire course and beyond.

Important Dates

Spring Break, No Class 04/01-09
 Last day to drop without showing on transcript: 04/10
 Last day to withdraw from class: 05/03

Final

Thursday, May 24th (9:45 – 12:25)

Email

All email communication at Cañada College goes to your my.smccd.edu email account, which can be accessed at "<http://my.smccd.edu>." Please check it regularly or have it forwarded to another email address you check regularly.

Calculator

Calculators will be allowed after the *second* Exam. **You may NOT use your cell phone in this class.** I recommend you purchase a TI 83/84 graphing calculator as these will be useful in future math classes, but any scientific calculator will work. It just needs to have +/- keys and a square root button.

GRADING

Scale	A	93% +	* A grade of A, B, or C is required to take any subsequent math class.
	B	85% - 92%	
	C	75% - 84%	
	D	60% - 74%	
	F	Less than 60%	

Homework Portfolio / Binder 20%	There will be online homework assignments that must also be written up by hand. 5% will be deducted from each homework assignment for each day it is late. The homework for each Unit MUST be completed before the Unit Exam. The homework portfolios (described below) will be submitted with your binder, which must be organized according to the Binder Organization handout distributed in class.
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Quizzes 5%	There will be daily quizzes on the previous class material. You will only be allowed to use your written homework notes.
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Math Lab Participation 10%	You are required to log 32 hours of study time in the Learning Center. This must be recorded on the learning center computers by logging in and out of the Learning Center for at least 4 hours per week. There will be worksheets and activities assigned to be completed in the Math Lab (bldg. 9 – 257) each week.
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Exams 60%	We will have an Exam every other week, based on the previous one or two chapters. You will be allowed to correct your mistakes on these exams to earn at least 30% of your missed points back. Retaking tests will be an option for those earning below 64% on the first try.
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Pre and Post Program Tests 5%	These tests will assess your entry-level knowledge and your improvement over the course of the semester.
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COURSE ORGANIZATION

Units	The course will be comprised of 4 Units. Each unit will begin with an online pretest, and end with an In-Class Exam.
HW Portfolios	The homework portfolio is comprised of two components: 1 – Reflection Questions. At the start of each Unit, I will post a series of reflection questions. These will be graded on how thorough and thoughtful your answers are. 2 – Online HW write-ups. Each homework assignment completed on My Math Lab, must be written up as you go. These will be graded on completeness and clarity. Writing neatly and explaining steps is important for receiving full credit.
Unit Pretests	Each unit has an online pretest that must be submitted before starting the homework for that unit. These are not graded, but completing them honestly will help us to accurately measure what you need to work on. Doing well on the pretest may also reduce the number of problems in the following homework sets.

POLICIES

Adding & Dropping: It's your responsibility to add or drop yourself from this class. You can do this from your WebSmart account (<https://websmart.smccd.edu/>). If you stop coming to class, it is your responsibility to drop yourself, otherwise you will receive an "F" for the course. Please contact me or another college staff member for assistance if you're not sure how to do this.

Class Contract You will be asked to sign a contract related to your success in this class. This will also have to be signed by someone else close to you who will support your education.

Academic Integrity (cheating) **Don't cheat!** Cheating is a violation of academic integrity. A student caught cheating will receive a failing grade for the assignment in question and a report will be submitted to the Vice President of Student Services. Any other occurrences of cheating will result in more serious reprimands. More importantly, the following classes will assume you know the material, so you're only cheating yourself in the end. Please see the Student Handbook or Course Catalog for the college's definitions and policies on academic dishonesty and its consequences.

Class Conduct By signing up for this class you are committing to follow the school's student code of conduct, which states that you must follow "standards of classroom conduct as established by the instructor;" [\[see #6 of the Student Code of Conduct in the Student Handbook.\]](#) Here are my 3 rules.

1. No cell phones, texting or listening to mp3 players in class. All electronics must be put away with the power off or sound silenced.
2. If I ask you to change seats because you are consistently chatting with someone near you, I need you to move.
3. No sleeping or working on assignments from other classes.

RESOURCES

Your Motivation The first step to succeeding in this course is to make a commitment to it. Think about your priorities. How is passing this class related to your goals? How are you going to follow through on that commitment?

Tutoring The Learning Center provides tutoring on many subjects Monday through Thursday until 9:00PM, and until 3:00PM on Friday. Private tutoring is also available by appointment. Ask a Learning Center Staff member for more details.

DRC If you have a disability, which may require classroom or test accommodations, please contact Disability Resource Center (DRC) at (650) 306-3259. Please make arrangements with me as soon as possible.

Your Professor I am available to help you with any issues you may be having in this class or school in general. Don't hesitate to contact me by phone or email.

Classmates You are part of a group of students with common interests. Form study groups to work on homework assignments and contact classmates if you miss class and need to get notes or handouts.

TENATIVE SCHEDULE

<u>Week</u>	<u>Day</u>	<u>Date</u>	<u>Section Coverage</u>	<u>Topic</u>	<u>Worksheets*, Math Lab</u>
1	Tues	20-Mar	1.1-1.3	Whole #'s, +, -, x	2
	Thurs	22-Mar	1.4-1.6	division, "pemdass", applications	4
2	Tues	27-Mar	Ch. 1 Review	Review Ch.1,	6
	Thurs	29-Mar	Ch.1 Practice, 2.2	Intro to Fractions + Exam 1: Whole #'s	8
	***	Apr 3 rd / 5 th	No Class	** Spring Break **	
3	Tues	10-Apr	2.2, 3.1-3.2	More Fractions + Decimals: +, -	10
	Thurs	12-Apr	3.3-3.4, 4.1	Decimal x, / ; Intro to Algebraic Expressions	12
4	Tues	17-Apr	4.2-4.3, Post-Tests Ch. 3-4	Solving Equations + Review Ch3-4	14
	Thurs	19-Apr		Exam 2: Decimals and Algebra	16
5	Tues	24-Apr	2.4, 5.1	Fractions, Ratios and Rates	18
	Thurs	26-Apr	5.2 -6.2	Solving Proportions, %-problems	20
6	Tues	1-May	6.3, Post-Tests Ch 2 and 5	Ch. 2, 5 Review, %-change	22
	Thurs	3-May	Review, 7.1	Intro to signed numbers, Exam 3: Fraction, Proportion, Percent	24
7	Tues	8-May	7.2 – 7.5	Signed numbers, Add/Subt	26
	Thurs	10-May	7.4 - 9.1	x, / and Algebra w / signed numbers	28
8	Tues	15-May	9.2 – 9.3	More Algebra + Review	30
	Thurs	17-May		Exam 4: Percentages and Algebra w/ Signed #'s	32
9	Tues	22-May	Potluck in Math Lab!	Final Review	
	Thurs	24-Mar		Final + Post Program Assessment	

* Some worksheets can be replaced with attendance at Math Lab activities/workshops.