

MONDAYS AND WEDNESDAYS ROOM 22-118

LECTURE: 8:45-9: 35 AM, LAB: 9:45-11 AM

DURATION: AUG 20TH – DEC 17TH

Instructor: Michael Hoffman
 Email: hoffmanm@smccd.edu
 Phone (ofc): 650-306-3346
 Phone (cell) : 650-267-0825
 Website: <http://smccd.mrooms.net>
 CRN 81384



Office Hours I am available in the Math Lab 4-6pm T-Th and Fridays Noon to 2pm
 + Other times by arrangement. Please feel free to ask.

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:** hoffman56055
- **Binder Kit:** Contains all the supplies you will need for the entire course and beyond.

Important Dates

No Classes, Labor Day	09/03
Last day to drop without showing on transcript:	09/09
No Classes, Veterans Day	11/12
Last day to withdraw from class:	11/16
No Classes, Thanksgiving:	11/22-11/23

Final **Monday, Dec 17th (8:10am – 10:40am)**

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 not be allowed on most Exams, but will be allowed at certain times. We will also occasionally use them in class to check our answers. **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.

COURSE ORGANIZATION

Units	<p>The course will be comprised of five Units. Each unit will begin with an online pretest, and end with an in-class Unit Exam. The five Units are:</p> <ol style="list-style-type: none">1. Counting Wholes: Calculation and problem solving with Base 10 Numbers.2. Counting Parts: Problem solving with fractions.3. Decimals and Symbols: Using decimal numbers and basic Algebra.4. Ratio, Proportion and Percentage: Relationships between quantities.5. Algebra with Positive and Negative Numbers: Rate of change and linear models.
HW Portfolios	<p>The homework portfolio will be collected at each Unit Exam and is comprised of two components:</p> <p>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.</p> <p>2 – Online HW problem 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.</p>
Unit Pretests	<p>Each unit has an online pretest that must be submitted before starting the homework for that unit. These are not graded on score, only on completion. They help us to accurately measure what you need to work on.</p>
Unit Exam Mastery Tests	<p>Each Unit Exam will have a no-calculator portion. These Pass/Fail tests ensure that you are proficient with the basic skills required to proceed to the next course. You can take these tests a total of 4 times (once in-class, plus 3 retakes). You must get a score above 80% in order to pass.</p>

GRADING

Scale	<p>A 93% + B 85% - 92% C 75% - 84% D 60% - 74% F Less than 60%</p>	<p>* A grade of A, B, or C is required to take any subsequent math class.</p>
Homework Portfolio / Binder 10%	<p>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.</p> <p>The homework portfolios (described below) will be submitted with your binder, which must be organized according to the Binder Organization handout distributed in class.</p>	
Quizzes, Group work, Presentations 20%	<p>There will be daily quizzes on the previous class material. We will also have worksheets and in-class presentations regularly. You are expected to attempt all problems and work cooperatively with classmates.</p>	
Unit Exams and Final 30%	<p>We will have an Exam at the end of each unit, based on the previous one or two chapters. You will be allowed to correct your mistakes on these exams to earn at least a third of your missed points back.</p>	
Mastery Tests 40%	<p>These Pass/Fail tests ensure that you are proficient with the basic skills required to proceed to the next course. You must get a score above 80% in order to pass.</p>	

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.

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?

Study Groups and Peer Support There will be students from the learning center regularly coming to class to assist you with the material. Appointments will be scheduled to meet with them on an ongoing basis in order to help you keep on track with your courses.

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.

Tentative Schedule (See Web Access for Updates: <http://smccd.mrooms.net>)

Week	Day	Date	Topics / Deadline	Text
1	Mon	20-Aug	Introductions, Mayan #'s	handout + Video
	Wed	22-Aug	Add/Subtract, say Base10 #s	1.1 - 1.2
2	Mon	27-Aug	Multiplication and Factors	1.3
	Wed	29-Aug	Division and Quotients	1.4
3	Mon	3-Sep	Labor Day ** No Class**	****
	Wed	5-Sep	Exponents, Order of Ops, Problem Solving	1.5-1.6
4	Mon	10-Sep	Review + Intro to Fractions and LCM	2.1-2.2
	Wed	12-Sep	Review + EXAM Unit 1	Exam 1
5	Mon	17-Sep	Fraction Intro pt. 2	2.1-2.2
	We	19-Sep	Adding and Subtracting Fractions	2.3
6	Mon	24-Sep	Multiplying, Dividing Fractions	2.4
	Wed	26-Sep	Review + EXAM Unit 2	Exam 2
7	Mon	1-Oct	Decimal Numbers	3.1
	Wed	3-Oct	Add/Subtract, Decimals	3.2
8	Mon	8-Oct	Dividing Decimals	3.4
	Wed	10-Oct	Basics of Algebra	4.1 - 4.2
9	Mon	15-Oct	Solving Equations with Mult/Division	4.3
	Wed	17-Oct	Review + EXAM Unit 3	Exam 3
10	Mon	22-Oct	Ratios and Rates	5.1
	Wed	24-Oct	Proportions	5.2
11	Mon	29-Oct	Percentages	6.1
	Wed	31-Oct	Problem Solving with Percents	6.2
12	Mon	5-Nov	Percentage Change	6.3
	Wed	7-Nov	Review + EXAM Unit 4	Exam 4
13	Mon	12-Nov	Veterans Day ** No Class**	****
	Wed	14-Nov	Negative Numbers	7.1
14	Mon	19-Nov	Adding with Negatives	7.2
	Wed	21-Nov	Subtracting with Negatives	7.3
15	Mon	26-Nov	Multiplying, Dividing with Negatives	7.4/7.5
	Wed	28-Nov	Algebra round 2: Multistep Equations	9.1 - 9.2
16	Mon	3-Dec	Formulas + Review	9.3
	Wed	5-Dec	Review + EXAM Unit 5	Exam 5
17	Mon	10-Dec	Unit Conversion	10.1 / 10.2
	Wed	12-Dec	Final Review	
18	Mon	17-Dec	Final Exam	FINAL