Instructor: Jakeisha Thompson

Email: jthompso@mdc.edu  Phone: 305-237-2608  Office: 3245-4

Office Hours

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:00 AM-11:30 AM</td>
<td>11:15 AM-12:45 PM</td>
<td>10:00 AM-1:30 PM</td>
<td>11:15 AM-12:45 PM</td>
<td>7:00 AM-8:00 AM</td>
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</tbody>
</table>

Course web page  http://faculty.mdc.edu/jthompso

Text  
Fundamentals of Algebra by Sharma
Beginning Algebra by Sharma

Course prerequisites  MAT 0002 or equivalent, or appropriate scores on placement test (CPT). Desire to learn

Course scope  
MAT 0020 is a combined college prep level algebra and arithmetic course intended to provide you with a foundation in basic mathematics necessary for studies at the college level. This course will not provide you credits toward your AA degree.

Course Objectives  
At the end of the semester, you should be able to:
1. Demonstrate knowledge of place value (base 10)
2. Demonstrate knowledge of whole numbers, fractions, and decimals
3. Demonstrate knowledge of proportion and percent
4. Demonstrate knowledge of basic measurements of geometric figures
5. Demonstrate knowledge of real numbers
6. Demonstrate knowledge of algebraic expressions
7. Demonstrate knowledge of scientific notation
8. Demonstrate knowledge of linear equations and linear inequalities
9. Demonstrate knowledge of graphing
10. Demonstrate knowledge of factoring
11. Demonstrate knowledge of rational expressions
12. Demonstrate knowledge of radical expressions
13. Demonstrate knowledge of quadratic equations

Classroom Protocol  
In order to optimize your learning experience, classroom interruption must be kept to a minimum. Please make every effort to arrive on time and avoid causing an interruption if you need to leave early. Please turn your cell phone and/or pagers to a silent mode and avoid using them during class. In an emergency, you may excuse yourself and leave the classroom.

If the instruction or guest lecturer is late, you are expected to wait 15 minutes before leaving.

Note: All dates are tentative. The instructor reserves the right to make changes to this syllabus with notification to the student.
**Computers Access**
Frequent access to a computer is a requirement for this course. Homework Assignments, Lecture Schedules, Lecture Notes, Handouts, Study Guides, etc. will all be available via my faculty webpage. Therefore, you will need to have internet access. Please be aware that the campus courtyard has over 200 computers available for student use.

**Email**
Email is the primary form of communication used for this course. All students should have email addresses registered with the college. Any course announcements, changes, or updates will be sent to the email address on file. If your email address has since changed or you have not registered one, it is your responsibility to update this information via the Student Information System.

*All emails sent should include the following information: name, class, and the time that the class meets.*

**Attendance**
Attendance will be taken for all classes. It is your responsibility to attend each lecture and keep records of assignments and other information delivered during class. The instructor reserves the right to drop any student who has excessive absences. It is your responsibility to ensure that you are enrolled in this course in order to receive a final grade.

**Academic dishonesty**
Any instance of academic dishonesty will result in a grade of F for the course and can carry an even more severe penalty such as suspension or expulsion. *Take pride in your own achievements, an unearned passing grade is not worth the paper it is written on.*

**Grading**
There are three possible grades:

- **S – Satisfactory**, which promotes you to the next course.
- **P – Progress**, which indicates that you have acquired some knowledge but not enough to progress to the next level. You must repeat the course.
- **U – Unsatisfactory**, which indicates that you have not acquired the basic skills and must repeat the course.

In order to pass the course with an ‘S’, **all** of the following conditions must be met:

1. Complete all coursework with an average of at least 70% (C).
2. Pass the State Exit Exam by attaining a score of at least 60%.
3. Complete 32 hours of math lab time.

**Coursework**
The final coursework average will be determined based on retention of points in the following categories:

<table>
<thead>
<tr>
<th>Categories</th>
<th>Total Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Tests</td>
<td>70%</td>
</tr>
<tr>
<td>Error Analysis</td>
<td>10%</td>
</tr>
<tr>
<td>Homework</td>
<td>15%</td>
</tr>
<tr>
<td>Quizzes</td>
<td>5%</td>
</tr>
</tbody>
</table>

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Major Tests
All tests are closed book and will consist of a total of 100 points each. **If you miss an exam, the State Exit Exam will replace one score.** Make-ups will only be given to those students who miss an exam with a valid excuse, i.e., a medical note or a university-approved excuse. Qualifying students must turn in a valid excuse within two class periods after returning to class to receive a Make-Up Approval Note. **All make-up exams will be given on Thursday, December 7, 2005, during regularly scheduled class time.**

Tentative Test Dates
See Lecture Schedule
http://faculty.mdc.edu/jthompso

Error Analysis
An Error Analysis is due within 1 week of receiving a graded test (unless otherwise instructed). Grades are assigned as follows:

<table>
<thead>
<tr>
<th>Points</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Assignments that are on time and complete</td>
</tr>
<tr>
<td>0</td>
<td>Assignments that are on time but incomplete</td>
</tr>
<tr>
<td>-5</td>
<td>Assignments that are not turned in</td>
</tr>
</tbody>
</table>

Homework and Quizzes
Quizzes and/or homework assignment will be assigned randomly. Each assignment is worth **10-20 points**. Students who miss quizzes or fail to turn in homework assignments will be given a grade of zero. **No make-up quizzes will be given.** Homework assignments will be due periodically. **Late homework will not be accepted.** If you cannot attend a class period for which homework is due, please make arrangements to have the homework delivered to me or placed in my mailbox in the Math Department (3245) before the start of the class in which the homework is due.

Final Exam
**All Students are required to take the State Exit Exam. The final exam is comprehensive.** In order to pass this course you must pass this exam with at least 60%.

The Final Coursework Grading scale will be as follows:

<table>
<thead>
<tr>
<th>Total Points</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>90%</td>
<td>A</td>
</tr>
<tr>
<td>80%</td>
<td>B</td>
</tr>
<tr>
<td>70%</td>
<td>C</td>
</tr>
<tr>
<td>60%</td>
<td>D</td>
</tr>
<tr>
<td>&lt; 60%</td>
<td>F</td>
</tr>
</tbody>
</table>

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Incompletes
You may request a grade of I (incomplete) only after the last date to drop the course with a W and only if you are passing the class at the time the request is made.

Extra Credit
Extra Credit is available to all students in the form of peer tutoring sessions through our service learning department. Students may pair up and enter into a Peer Tutoring Agreement. For each hour of tutoring, both students will receive 1 point. There is a limit of 25 points that may be earned for the semester. All necessary forms may be obtained from the course website. ( http://faculty.mdc.edu/jthompsn )

Calculator Policy
Calculators are not permitted on Major tests or the State Exit Exam.

On Campus Support:

The College Prep Math Lab, located in room 3324, is available to you as additional support for your academic needs. Its operating hours are:

Monday – Thursday: 9:00 AM – 9:00 PM
Friday: 9:00 AM – 3:00 PM
Saturday: 9:00 AM – 12:00 Noon

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MAT0020, College Preparatory Mathematics

Reference #368011, RM 9215
MW 9:00-9:50AM
TR 8:25-9:40AM

Student Agreement

I have read the syllabus for the indicated course and agree to follow the course policies therein. I understand my responsibilities as a student enrolled in this course and agree to meet all obligations.

Signed______________________________  Date___________________

Print Name___________________________

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