



COURSE OUTLINE

Course No. Math 102
Credit Hours 4
Date Summer 2003
To Be Updated

Course Name Pre-Algebra
Class Hours 4
Prepared By R. Barrows
Approved By C Stevens

Prerequisites:

C- or better in Basic Math or by placement test.

All students entering Pre-Algebra are expected to have a thorough understanding of operations involving fractions and decimals.

Course Description:

Pre-Algebra is a four credit hour course. The topics covered are: Metric and English systems of measurement, percents, operations on signed numbers, and evaluating expressions containing powers and/or roots.

This course includes and evaluates the Success Skills “Maintains Professional Skills and Attitudes” and “Demonstrates Math Skills”.

Course Objectives:

Upon completion of Pre-Algebra the student will be able to:

1. Perform basic operations on signed numbers (both alone and in combination).
2. Identify the proper unit of measure to use in a given situation and estimate the quantity.
3. Convert both units within and between the Metric and English systems of measurement.
4. Evaluate arithmetic expressions containing powers and roots.
5. Convert a percent to both decimal and fractional form.
6. Perform basic operations on percents.
7. Identify and use the skills needed from the above list in solving an application problem.

Course Materials:

Text, Fundamentals of Math with Career Applications, by R. Barrows and B. Jones, Prentice Hall (2001).

Scientific Calculator (not to be used on chapter 7).

Topical Outline:

Topic # 1 Percents (Chapter 5)

In this chapter you will examine the meaning of percent as well as how to convert a percent to both fraction and decimal form. The emphasis of the topic is to apply percents to a wide variety of problem solving situations.

Topic #2 Metric and English Units of Measurement (Chapter 6)

This chapter examines both the Metric and English systems of measurement. In the chapter you will also learn to convert between base units of both and apply these concepts to a variety of situations.

Topic #3 Signed Numbers. (Chapter 7)

This chapter explores the uses of signed numbers. You will learn to perform all operations on signed numbers (both alone and in combination) and to apply these skills to solve a variety of problem solving situations.

Topic #4 Powers and Roots

This chapter examines the nature of powers and roots. You will learn about certain properties they have as well as how to evaluate an arithmetic expression which contains either powers, roots, or any combination thereof.

In order to go on to MATH108 or Pharm math, you must obtain a C- (or better) in Pre-Algebra.

If you have been diagnosed with a disability that hinders your academic success, please immediately contact the Access Center Office of Disabilities in JL249 for special accommodations.

Hocking College insurance does not cover a student in cases of an accident or illness. Students are responsible for providing their own health and accident insurance. The Hocking College Health Center provides information on a student health insurance plan. Please see the Health Center (JL241) for information on costs, coverage and how to enroll in the plan.

Math Policy Regarding Final Exams

Students in Math101 and Math102 will take the final exam in one two-hour block.

To make certain that students do not miss another class to take the final, the following steps will be taken:

1. Students may take the final with their own class, or if that doesn't fit, (due to class conflict, child care, work, or other conflicts discussed with instructor) students may take the final during any of the two-hour blocks offered by the instructor, space permitting.
2. Those who can't find a fit (see above) with these options may take it with the students of other instructors, space permitting. Times will be posted and students will sign up. Each student will need to see own instructor for grades.
3. If these options (see above) don't work, students will be given the option of taking the test in two consecutive hours on Thursday in one room of the Math PACE lab. Faculty members will proctor the test from 9-11am and 12-4 pm. Students will sign up for times to take the test (except in emergency). Each student will need to see own instructor for grades.
4. Finally, students who aren't available for any of these options will be given the option of taking the final in the Testing Center on Thursday or Friday. Students need to sign up for this option (except in emergency). Each student will need to see own instructor for grades.
5. Online students make take the final exam at any time during regular PACE lab hours.

HOCKING COLLEGE
EVALUATION OF THE STUDENT

Course No.: Math 102

Course Name: Pre-Algebra

Instructor: Dr. Bruce Jones Date Prepared: 9/21/2005

Approved by: Ellen Sostarich, Dean of Arts and Sciences

My objective is to help you in mastering the objectives of the course. Teaching and learning are a two way street. We both must take an active role in this process. The purpose of evaluation is to give a general indication of the extent to which the student has learned the material. The factors listed below will be used to determine a final grade for the course:

Specific Factors

1.) EXAMINATIONS and QUIZZES

- 1.) There will be a chapter test for every chapter of the text we cover.
- 2.) Each test must be taken at a proctored location: Nelsonville Campus, Perry Campus, or another mutually agreeable sight. It is assumed all tests will be taken here on the Nelsonville campus. If you wish to

take tests at Perry Campus, or require other arrangements please email me. Generally most students take these tests in the Assessment Center or the Math PACE Lab (both are in JL363 on main campus).

- 3.) These unit tests will be worth 60% of the final grade.
- 4.) There will be a cumulative final exam worth 25% of the final grade.
- 5.) The final exam will last no longer than 2 hours.
- 6.) Basic students must obtain a score of at least 70% on the final exam in order to pass the course.

2.) **PROJECTS / HOMEWORK**

- Homework will be assigned from each section. It is the student's responsibility to have it done in a neat, organized fashion that **shows all appropriate work**. Each chapter's **sample test** must be submitted to the instructor and be approved before the student may take that chapter test. Assignments may be submitted by US Mail, fax, appropriate e-mail attachment, or in person at either my mailbox or office. The total of all points earned on **sample tests** will be worth 15% of the final grade.

3.) **ATTENDANCE**

- You must attend the 5 testing sessions in order to complete your tests.

4.) **CLASS PARTICIPATION**

- Participation is vital and is part of the course requirement. It is important for you to ask questions, post solutions, respond to others in the class, and to respond to my questions. You should e-mail me with questions whenever they occur and I will answer promptly.

5.) **EXTRA PROJECTS**

- There may be a bonus question(s) on unit tests. No other extra credit will be possible.

6.) **GRADING SCALE**

A: 92-100%	A-: 90-91%	B+: 88-89%
B: 82-87%	B-: 80-81%	C+: 78-79%
C: 72-77%	C-: 70-71%	F: 0-69%

7.) POLICY REGARDING HONESTY

Honesty Statement

Honesty and integrity are major elements in professional behavior and are expected of each student. This is part of the Success Skill “Maintains Code of Ethics.” All work is assumed to be your own unless special permission is granted from the instructor or sources are appropriately cited. It is expected that you will be honest in all endeavors related to the completion of this course, just as you must be in all activities at work.

The definition of academic misconduct that is provided in the *Hocking College Student Guide* applies to this course and all other courses that you are taking at the College. It is a Code I Offense:

A. **Academic Misconduct** refers to dishonesty in examination (cheating); presenting the ideas or writing of someone else as one’s own (plagiarism); knowingly furnishing false information to the college by forgery, alteration, or misuse of college documents, records or identification. Academic dishonesty includes but is not limited to:

1. Permitting another student to plagiarize or cheat from your work,
2. Submitting an academic exercise, written work, project, or computer program that has been prepared totally or in part by another,
3. Improperly acquiring knowledge of the contents of an exam,
4. Using unauthorized material during an exam,
5. Submitting the same paper in two different courses without knowledge and consent of all faculty members involved,
6. Obtaining academic material through stealing or other unauthorized means,
7. Falsification of research findings and methodology.

Academic Misconduct is unacceptable behavior in all Hocking College courses. A student observed or found to be engaged in academic misconduct on a test or assignment in this course will receive an F for that test or assignment. A written report of the incident, signed by the instructor and the student, will be submitted to the Campus Judiciaries Office. Should a second incident of cheating occur in any course, the student will again be referred to the Campus Judiciaries Office, and if the incident is in the same course the student will receive an F for this entire course.

Further information pertaining to Academic Misconduct can be found by contacting the Office of Campus Judiciaries, Oakley 210, or by referring to the *Student Guide* found on the Hocking College website (www.hocking.edu).

8.) FINAL GRADE CALCULATION

STEP #1: Average your test scores and multiply by 60%.

STEP #2: Average your homework scores and multiply by 15%.

STEP #3: Multiply your final exam grade by 25%.

STEP #4: Add the results from steps 1-3 above.

Your percentage grade is converted to a letter grade using the chart above (in section 6). A student must obtain at least a grade of "C-" in order to move on to the next course in the sequence.

9.) ACADEMIC APPEALS PROCESS

Academic grade appeals consist of complaints from students concerning final grades given. The Appeals Process is available only for final grades NOT for an individually graded assignment. When a student believes that his or her academic performance has been unfairly or improperly graded, the first recourse will be communication with the faculty member in an attempt to resolve the complaint. Grade appeals will be considered only if grading was based on something other than performance, if different standards were used for different students, or if the grading was a departure from the instructor's previously stated final grade calculations. If the informal attempt at resolving the complaint between student and faculty is unsuccessful, a formal appeal will begin. A student appeal of a final grade must be formally initiated within one term of the grade being posted. Students should understand that the burden of proof will be theirs to demonstrate. The steps for the grade appeal process are available in each academic unit office and online in the current Student Code of Conduct found under the current student link on the Hocking College Website.

10.) STUDENT GRIEVANCE DUE PROCESS PROCEDURES.

- Due process procedures for the College are located in the *Student Code Of Conduct, Policy & Procedures Manual*, 1993 - 1994, published by the Student Affairs Office, Oakley 210.

Note: If you have been diagnosed with a disability that hinders your academic success, please immediately contact the Access Center Office of Disabilities in JL 358 for special accommodations.

11.) Disability Access

If you have been diagnosed with a disability that hinders your academic success, please immediately contact the Access Center Office of Disabilities in JL249 for special accommodations.